

1. Call to Order by the Chairman
2. Was the meeting properly announced?
3. Moment of Silence
4. Pledge of Allegiance
5. Roll Call
6. Approve Agenda
7. Approval of August 16, 2011 minutes
8. Public Participation
9. Announcement of Meetings, Report of Supervisors Claims read by the County Clerk.
10. Appoint (6) Supervisors to approve claims Morgan, Renner, Stuchlak, Townsend, Ward and West.
11. **Claims:** None
12. **Correspondence:** None
13. **Appointments:** Appoint Heidi Roekle to Long Term Support, Health & Human Services and Parks committees.
14. **Unfinished Business:** None
15. **Reports and Presentations:**
 - A. Miscellaneous:
 - Daric Smith, RIDC
 - Administrative Coordinator/Director of Finance report – included in packet
 - Resolution 11-15 Town of Rome, Chapter 10 zoning map
 - Letter of Resignation from Karl G. Klingforth

16. Review Committee Minutes

Ad Hoc Consolidation 8/1	Executive 8/10	Joint Exe/Adm & Fin 8/10	P & Z 8/3, 8/19
Ad Hoc Transition 8/15	Health Ins 8/2	Joint Ex/PS&J/ 8/10	Property 8/2, 8/29
Adm/Finance 8/5	Humane Soc 8/8	L & W 8/8	Solid Waste 7/6, 8/10
Airport 9/12	Hwy 8/11	LEPC 8/8	SCLS 8/11
CWCAC 6/22	Joint Ad Hoc Trans/Cons 6/24	Library 8/22	UW Ext 8/9
County Board 8/16	Joint Exe/Adm & Fin 8/10	Parks 8/3, 8/16	Wellness 8/2

17. **Resolutions:**

- Res. #45:** Resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch, Health Officer, to Washington D.C. on October 31 to November 2, 2011.
- Res. #46:** To adopt the final redistricting plan, establishing new supervisory district boundaries consistent with the county 2010 Census.
- Res. #47:** Approve auditing services contract with Schenck SC to conduct audits of County accounts and prepare financial statements for 2011, 2012 and 2013.
- Res. #48:** To rescind all prior Resolutions establishing non-lapsing, carryover, and continuing appropriation accounts, with the intent to re-establish those continuing appropriation accounts that are necessary for County operations.
- Res. #49:** To Increase the Marriage License Fees Issued by the Adams County Clerk.
- Res. #50:** To establish a new, non-lapsing Health & Health Services account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PRO6A, to be used exclusively for the "Meals on Wheels" program.
- Res. #51:** To adopt the attached Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.
- Res. #52:** To Sell County Advertised Tax Foreclosure Property, 20-856
- Res. #53:** To Sell County Advertised Tax Foreclosure Property, 24-1657
- Res. #54:** To Sell County Advertised Tax Foreclosure Property, 26-2249

- ~~Res. #55:~~ To Sell County Advertised Tax Foreclosure Property, 30-1515
Res. #56: To Sell County Advertised Tax Foreclosure Property, 32-1615
Res. #57: To Sell County Advertised Tax Foreclosure Property, 32-1629
Res. #58: To Sell County Advertised Tax Foreclosure Property, 34-2202-544
Res. #59: To Sell County Advertised Tax Foreclosure Property, 201-40
Res. #60: To Sell County Advertised Tax Foreclosure Property, 201-133
Res. #61: To Sell County Advertised Tax Foreclosure Property, 201-579
Res. #62: To Sell County Advertised Tax Foreclosure Property, 201-630
Res. #63: To Sell County Advertised Tax Foreclosure Property, 4-1446
Res. #64: To Sell County Advertised Tax Foreclosure Property, 2-1327
Res. #65: To Sell County Advertised Tax Foreclosure Property, 8-1750
Res. #66: To Sell County Advertised Tax Foreclosure Property, 10-1158
Res. #67: To Sell County Advertised Tax Foreclosure Property, 12-376
Res. #68: Authorize Ressa Evans to attend the North American Lake Management Society (NALMS) Convention and Training in Spokane Washington from October 24, through October 28, 2011.
Res. #69: Request the Towns of Rome and Preston to create 100 feet no-wake zones adjacent to county owned dams.
Res. #70: To designate Mark D. Thibodeau as the attorney to perform duties of the Adams County Corporation Counsel on an as needed basis.
Res. #71: To adhere to Wisconsin Act 10 by establishing a grievance procedure covering employee discipline, termination and workplace safety.
Res. #72: Apply to the Wisconsin Department of Natural Resources (WDNR) Municipal Dam Grant Program for 50% cost share of the total costs for the Upper and Lower Camelot dam repairs.

18. **Ordinance:**

Ord. #15: To rezone a parcel of land in the Town of Adams, owners Joseph & Carol Anne Bobrick, located in the SE ¼, NW ¼, Section 16, Township 17 North, Range 6 East, Tract 50 of Edge of Town Acres, changed from an R3 Mobile Home Residential District to an R1 Single Family Residential District.

Ord. #16: To rezone a portion of property (3 acres) in the Town of Easton, located SE ¼, NW ¼ Section 28, Township 16 North, Range 6 East, Lots 15-17 of Campbell Creek Acres, changed from a Conservancy District to Recreational/Residential District.

19. **Denials:**

Den. #01: To rezone a parcel of land in Town of Adams, owned by Robert Marx, located in the SW ¼, SW ¼, Sec.27, Township 17 North, Range 6 East, from A-1 Exclusive Agricultural District to A-3 Secondary Agricultural District.

20. **Petition:** None

21. Approve Claims
22. Approve Per Diem and Mileage
23. Motion for County Clerk to correct errors
24. Set next meeting date
25. Adjournment.



Trena Larson

Administrative Coordinator/Director of Finance

400 N. Main Street

P.O. Box 102

Friendship, WI 53934-0102

Phone: 608-339-4579

Fax: 608-339-4509

Trena.Larson@co.adams.wi.us

Office Activities:

1. Preparation of Budget Book for Admin & Finance
2. Training to prepare for Staff Member's Absence – for medical leave
 - a. Assisted / performed duties in absence
3. Prepare Analysis on Levy Impact for department proposed budgets
4. Cash Reconciliation
5. Received the Single Audits completed by Schenk
6. Worked with Jane Gervais on September 2nd – 3 hour power loss at County Facilities
 - a. Fielded questions and concerns
 - b. Process needs to be reviewed with Department Heads
 - i. Develop Communication Plan
 - ii. Items needed for Safety; ie. Flashlights
 - iii. Evacuation Plan, Storm Shelter
7. Attend Levy Calculation workshop – sponsored by Elhers

Upcoming Activities

1. Attend WCA Annual Convention
2. Prepare Analysis on Levy Impact for Admin/Finance proposed budgets
3. Prepare Updated Budget Book County Board
4. Review and Submit the Single Audits prior to 9/30/11

RESOLUTION 11-15

WHEREAS, an amendment to part of the code of general ordinances entitled Municipal Code of Ordinances, Town of Rome specifically

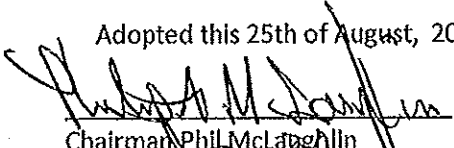
CHAPTER 10 ZONING
ZONING MAP


has been prepared and tentatively approved by the Town Board of the Town of Rome.

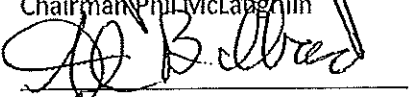
NOW THEREFORE, BE IT RESOLVED, that the amendment to part of the code will be presented for adoption by the town board at the regular meeting on August 25th, 2011 and

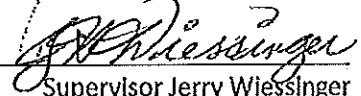
BE IT FURTHER RESOLVED, the Town Clerk in accordance with the requirements of Sec. 66.0103 of Wis. Stats. shall file a copy of the proposed amendment to part of the code in her office for public inspection commencing August 26th, 2011 and cause a copy of the following notice to be posted in three (3) places in the Town.

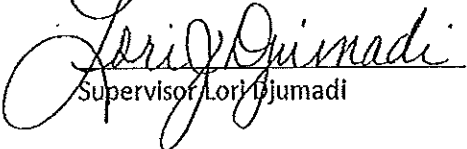
Adopted this 25th of August, 2011, by the Town Board of the Town of Rome.

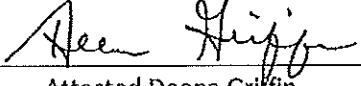

Chairman Phil McLoughlin


Supervisor Dave Repinski


Supervisor Al Bilbao


Supervisor Jerry Wiessinger


Supervisor Lori Gjumadi


Attested Deena Griffin

Deena Griffin certified that a copy of Resolution 11-15 was posted on August 26th, 2011

Rome Municipal Building
Pritzl's Trading Post
US Bank
Nekoosa State Bank



September 8, 2011

To The Honorable Adams County Board

I Karl Klingforth, do hereby inform you that I am resigning from all my duties as County Board Supervisor effective September 23rd 2011.

Sincerely,

Karl G. Klingforth

A handwritten signature in black ink, appearing to read "Karl G. Klingforth". The signature is written in a cursive style with a large, looping "K" and a long, sweeping underline.

RESOLUTION NO. 45 -2011RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR SARAH
GROSSHUESCH (HEALTH OFFICER)

INTRODUCED BY: Health & Human Services Board

INTENT & SYNOPSIS: Resolution to approve out-of-state travel and accommodations for Sarah Grosshuesch, Health Officer, to Washington D.C. on October 31 to November 2, 2011.

FISCAL NOTE: Mileage \$ 167.20; Motel \$ 250.00; Air Fare \$ 216.00; Registration \$ 500.00 Meals \$ 99.00 for a total of \$ 1232.20.

WHEREAS: The Adams County Personnel and General Administrative Policies chapter 8, Section 19.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

WHEREAS: The American Public Health Association Annual Meeting is the largest gathering of public health professionals in the world. APHA's meeting program addresses current and emerging health science, policy, and practice issues in an effort to prevent disease and promote health; whereas Ms Grosshuesch holds a leadership position as the Breastfeeding Forum Secretary and Maternal and Child Health Section Breastfeeding voting member; whereas attendance at the meeting improves communication between Adams County Public Health and maternal child health grantors.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves out-of-state travel in the amount of \$ 1232.20 for Sarah Grosshuesch, Health Officer to Washington D.C. to attend American Public Health Association Annual Meeting from October 31 to November 2, 2011.

Recommended for adoption by the Health & Human Services Board on this 26 day of August 2011.

Patricia B. Townsend
Steve R. Kelly
Diane England

John D. Hahn
Chadwick Bruce

ADOPTED
DEFEATED

TABLED by the Adams County Board of Supervisors this ____ day of _____, 2011.

Al Sebastiani, County Board Chair

Cindy Phillippi, County Clerk

RESOLUTION TO ESTABLISH NEW COUNTY SUPERVISORY DISTRICT BOUNDARIES

INTRODUCED BY: Redistricting Committee

INTENT & SYNOPSIS: To adopt the final redistricting plan, establishing new supervisory district boundaries consistent with the county 2010 Census.

FISCAL NOTE: None.

WHEREAS: the County Board approved a tentative county supervisors district boundary map on May 24th, 2011; and

WHEREAS: each local unit of government established their wards and aldermanic districts as applicable;

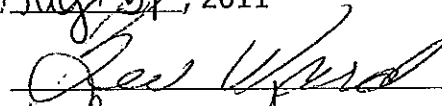

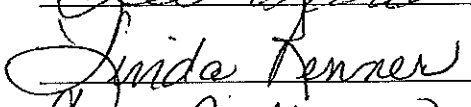


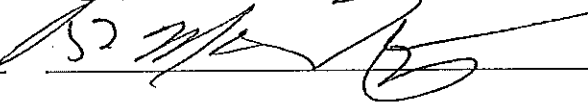
WHEREAS: the Redistricting Committee has finalized the plan for the new districts according to the 2010 census as attached hereto; and

WHEREAS: a public hearing was held on September 20, 2011.

NOW, THEREFORE, BE IT RESOLVED: that the Adams County Board of Supervisors hereby approves and recommends adoption of the final redistricting plan establishing new county supervisory district boundary consistent with the 2010 Census, attached hereto and incorporated as is stated herein.

Recommended for adoption by the Redistricting Committee this day of

Aug. 31, 2011

Adopted _____

Tabled _____ By the Adams County Board of Supervisors this ____ day of

Defeated _____, 2011.

Cindy Phillippi, County Clerk

Al Sebastiani, County Board Chair

Adams County Supervisory Districts with Municipal Wards

Draft Supervisory District Boundaries approved by the Adams County Board May 24th, 2011, resolution number 29.

All supervisory district boundaries follow municipal ward lines.

All municipalities required to create wards, except the City of Wisconsin Dells, have approved ward plans as of August 30th, 2011. Wisconsin Dells is modifying its ward plan to comply with 2011 Wisconsin Act 39.

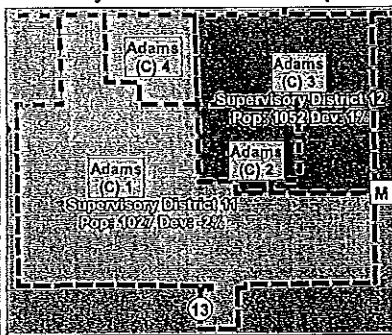
Prepared by Adams County GIS
August, 2011

See Detail Map

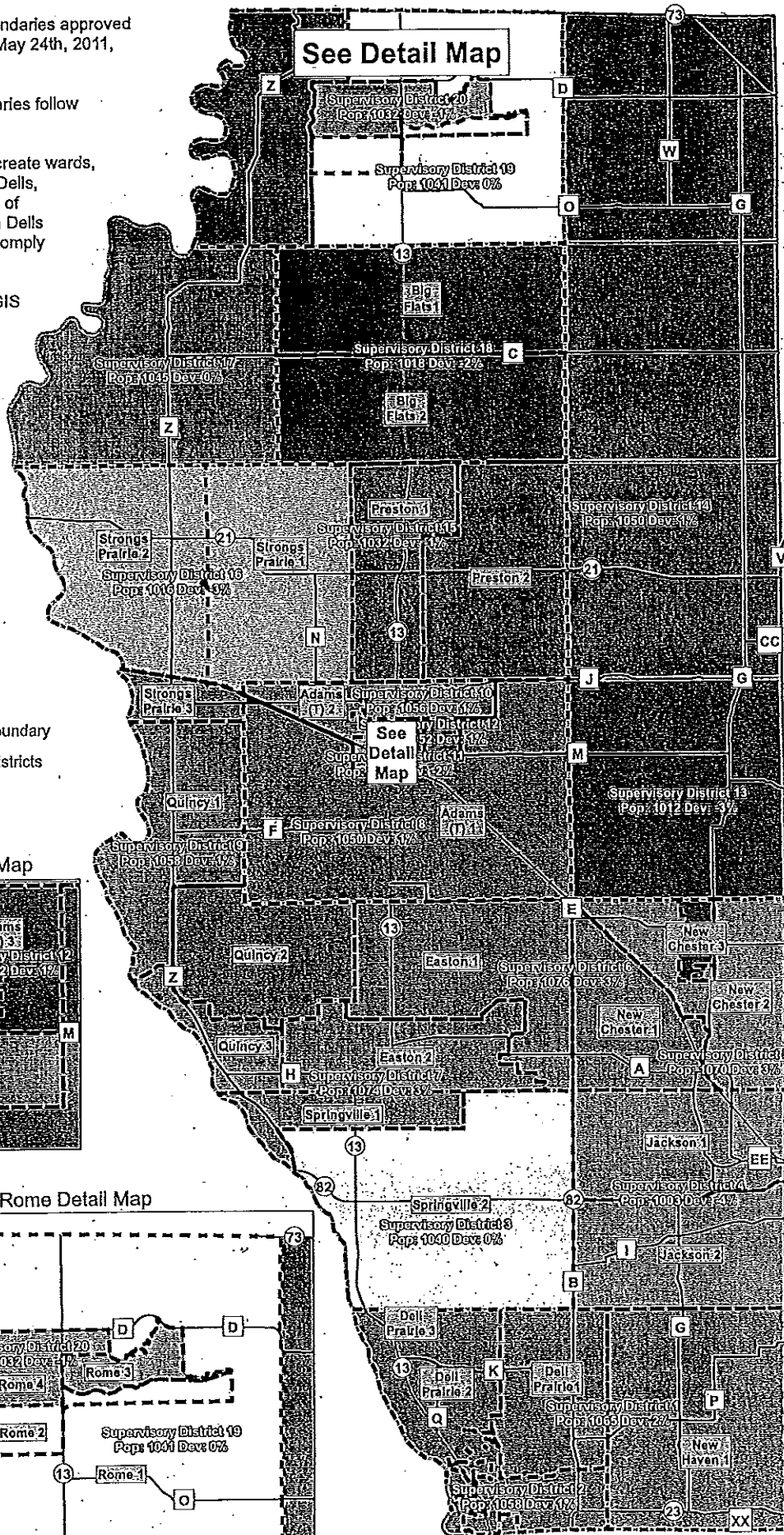
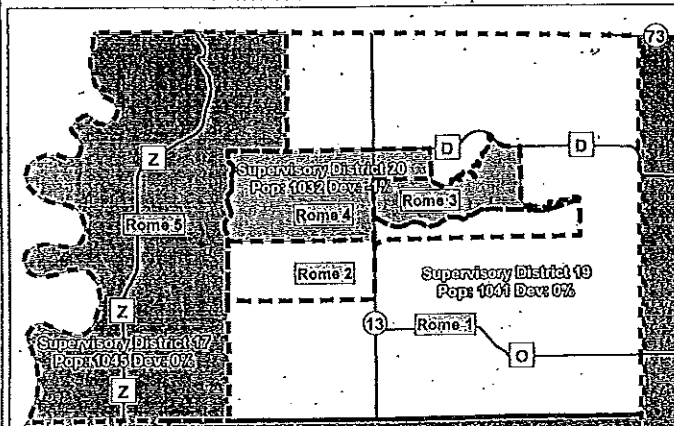
Legend

- Wards
- Town \ City \ Village Boundary
- Colors Identify Supervisory Districts

City of Adams Detail Map



Town of Rome Detail Map



Full size, colored maps are available for viewing in the County Clerk's Office.

Attachment
Res. # 46, 2011

47 **RESOLUTION NO.****Resolution to Approve Audit Services Contract Between Schenck SC and Adams County for 2011, 2012 and 2013.****INTRODUCED BY:** Administrative & Finance Committee**INTENT & SYNOPSIS:** Approve auditing services contract with Schenck SC to conduct audits of County accounts and prepare financial statements for 2011, 2012 and 2013.**FISCAL NOTE:** The cost for audit services for 2011, is \$46,700.00; 2012, is \$47,500.00; and 2013, is \$48,300.00**WHEREAS,** The County is required to have its accounts audited and financial statements prepared every year; and,**WHEREAS,** The Administrative & Finance Committee interviewed Schenck SC regarding its audit services; and**WHEREAS** The Committee selected Schenck to provide its auditing services to the County from 2011 through 2013 for the amounts stated.**NOW, THEREFORE, BE IT RESOLVED** By the Adams County Board of Supervisors to hire Schenck SC, to conduct the audits and prepare financial statements for Adams County, not to exceed \$46,700.00 for 2011, \$47,500.00 for 2012, and \$48,300.00 for 2013.Recommended for adoption by Administrative and Finance Committee this 9 day ofSept, 2011John WestAl SebastianLee WardJim KattowskiDavid Renner

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this _____ day of _____, 2011.

County Board Chair_____
County Clerk


Schenck

CPAs AND SO MUCH MORE.

August 2, 2011

Trena Larson
Administrative Coordinator/Director of Finance
Adams County
P.O. Box 102
Friendship, WI 53934

Dear Ms. Larson:

In accordance with our discussions, set forth below are proposed fees for a three-year extension of our auditing services contract. This extension will extend to the Adams County and Schenck SC the same conditions and requirements included in our original three-year proposal.

Proposed Fees for Auditing and Accounting Services

Audit of Basic Financial Statements including Statement of Net Assets
and Statement of Activities as required by Implementation of GASB 34
Preparation of Financial Statements, including supplemental information
Preparation of Federal and State Financial Assistance Schedules

Audit Year		
2011	2012	2013
\$ 37,000	\$ 37,500	\$ 38,000
5,800	5,950	6,100
3,900	4,050	4,200
<u>\$ 46,700</u>	<u>\$ 47,500</u>	<u>\$ 48,300</u>

The above fees for auditing services are approximately a 1.5% increase over the prior year.

If our proposal is accepted, Schenck SC would submit an engagement letter to the County to detail the scope of the audit and to outline the responsibilities of each party.

We sincerely appreciate the opportunity to continue our relationship with the County. We currently provide auditing services to over 300 Wisconsin municipalities. Because of our experience and extensive background with County government, we believe the auditing services we deliver to our municipal clients provide benefits that exceed those provided by other CPA firms.

If you have any questions or desire any additional information, please don't hesitate to contact us.

Sincerely,

Michael W. Konecny, CPA

The above proposed fees are accepted to extend the auditing services contract to the 2011-2013 audit years.

ADAMS COUNTY

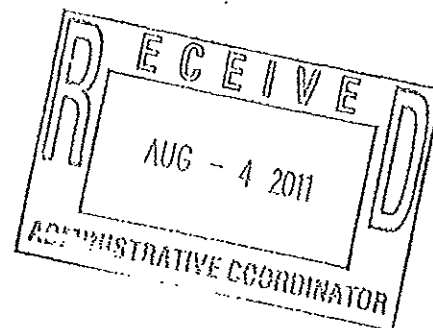
Signature

Title

Date

Appleton • Fond du Lac • Green Bay • Manitowoc • Milwaukee • Oshkosh • Sheboygan • Stevens Point

800-236-2246 • schencksc.com



RESOLUTION TO RESCIND EXISTING NON-LAPSING OR DESIGNATED CARRYOVER FUNDS RESOLUTIONS & RE-ESTABLISH ACCOUNTS AS NECESSARY FOR COUNTY OPERATIONS

INTRODUCED BY: Administrative & Finance Committee

INTENT & SYNOPSIS: To rescind all prior Resolutions establishing non-lapsing, carryover, and continuing appropriation accounts, with the intent to re-establish those continuing appropriation accounts that are necessary for County operations.

FISCAL NOTE: None.

WHEREAS: On September 12, 2011, the Administrative & Finance Committee reviewed the existing non-lapsing or designated carryover accounts to determine which of these accounts should continue to exist for funding of designated projects and grants necessary for County operation.

NOW, THEREFORE, BE IT RESOLVED: By the Adams County Board of Supervisors that all Resolutions adopted prior to adoption of this Resolution, establishing non-lapsing or designated carryover accounts, be rescinded upon adoption of this Resolution. All existing designated fund balances of accounts that are eliminated upon adoption of this Resolution shall close to the appropriate funds undesignated fund balance.

BE IT FURTHER RESOLVED: that the following continuing appropriation accounts are established upon adoption of this Resolution:

State Aid Circuit Court – Clerk of Courts
 Mediation – Family Court Commissioner
 Election Incentives – County Clerk
 Land Information – Land Information
 Boat/Snowmobile/ATV – Sheriff
 Jail Assessment – Sheriff
 K9 – Sheriff
 Project Lifesaver – Sheriff
 Commissary – Sheriff
 Sara – Emergency Management
 Hazmat – Emergency Management
 MIS Computer – MIS
 Airport – Airport
 Airport Fuel – Airport
 Snowmobile – Parks
 Park Capital – Parks
 Petenwell – Parks
 Outlying – Parks
 Waysides - Parks

P12 50 Castle Rock – Parks
51 Tourism – Parks
52 Clean Sweep – UW Extension
53 Extension Special Projects – UW Extension
54 DNR Conservation Aids – Land & Water Conservation
55 DATCP SWRMP – Land & Water Conservation
56 Lake Protection – Land & Water Conservation
57 Hydrograph Method – Planning & Zoning
58 County Dam Maintenance – Land & Water Conservation
59 Natural Resources – Land & Water Conservation
60 Record Control – Miscellaneous
61 Vending – Miscellaneous
62 Local Culvert & Bridge Aid – Miscellaneous
63 Holiday Tree – Miscellaneous
64 SS redaction – Register of Deeds
65 Contingency Fund
66

67 **Health & Human Services**

68 Public Health – Preparedness Grant
69 Public Health – Tobacco Grant
70 Birth to Three - ARRA Funding (NEW)
71 Children's Task Force (NEW)
72

73 Recommended by the Adams County Administrative & Finance Committee dated
74 this 8 day of September, 2011.

75 *David Renner*
76 _____
77 *Ch. Sebastian* *John West*
78 _____
79 *Ken Ward* *Greg Kellowski*
80 _____
81

82 _____ Adopted by the Adams County Board of Supervisors this 20th day of
83 _____ Defeated September, 2011.
84 _____ Tabled
85

86
87
88 _____
County Board Chair

County Clerk

**RESOLUTION TO INCREASE THE MARRIAGE LICENSE FEES ISSUED BY
ADAMS COUNTY CLERK**

INTRODUCED BY: Administrative and Finance

INTENT & SYNOPSIS: To Increase the Marriage License Fees Issued by the
Adams County Clerk;

FISCAL NOTE: Increases help to cover/stabilize manpower costs associated
with issuance of marriage license;

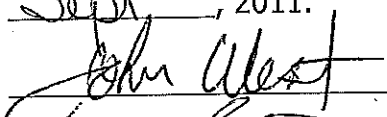

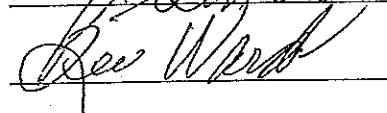
WHEREAS: Each County Board may increase the marriage license fees by any
amount, and that amount shall become part of the funds of the county; and,

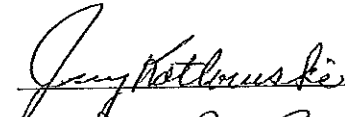
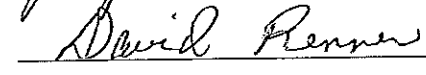
WHEREAS: The Administrative and Finance Committee recommended that the
marriage license fees be increased to \$75.00 effective January 1, 2012, as
follows:

- \$25.00 to State account 100.24.221
- \$20.00 to Mediation account 100.04.46138
- \$30.00 to County Clerk account 100.09.46100

NOW, THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors that it is hereby approved to increase the fee for marriage licenses
from \$65.00 to \$75.00 effective January 1, 2012, as follows: \$25.00 to state
account 100.24.221, \$20.00 to Mediation account 100.04.461138, \$30.00 to
County Clerk account 100.09.46100. (The County Clerk will charge an additional
\$25.00 fee for issuing of marriage licenses after or before normal business
hours).

Recommended by the Administrative and Finance Committee this 9 day of
Sept, 2011.

Adopted _____
Defeated _____ By the Adams County Board of Supervisors this _____ day of
Tabled _____, 2011.

County Board Chair

County Clerk

RESOLUTION 2011 - 50**RESOLUTION TO ESTABLISH A NEW, NON-LAPSING HEALTH & HUMAN SERVICES ACCOUNT FOR ADMINISTRATION OF HENNING ESTATE BEQUEST TO "MEALS ON WHEELS" PROGRAM**

INTRODUCED BY: Health & Human Services Board

INTENT & SYNOPSIS: To establish a new, non-lapsing Health & Human Services account for administration of bequests funds from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for the "Meals on Wheels" program.

FISCAL NOTE: Receipt of 1.5% of the Henning Estate net value.

WHEREAS: The Health and Human Services Department administers the "Meals on Wheels" program; and

WHEREAS: The Estate of Harold Henning, Adams County Probate No. 11PR06A, has bequeathed to the "A-F Meals on Wheels Program," 1.5% of the net estate value; and

WHEREAS: A \$6,000.00 Partial Distribution of the Estate has been received by the Health and Human Services Department; and

WHEREAS: The Estate of Harold Henning anticipates making a Final Distribution upon closure of the Estate, possibly into fiscal year 2012; and

WHEREAS: Maintaining said funds in a non-lapsing account will protect and preserve the funds and assure that they are applied solely to the "Meals on Wheels" program.

NOW THEREFORE, BE IT RESOLVED: That a new non-lapsing account be created for administration of funds received from the Estate of Harold Henning, Adams County Probate Case No. 11PR06A, to be used exclusively for the Health & Human Services "Meals on Wheels" Program.

Recommended for adoption by the Health & Human Services Board this 9th day of September, 2011

Cynthia B. Townsend
Diane England
Roll M. Hightower

John P. Miller
David S. Kach
Therese Bruce

Mark R. Kelly

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of _____, 2011.

County Board Chair

County Clerk

RESOLUTION ADOPTING NEW PERSONNEL & GENERAL ADMINISTRATIVE POLICY

INTRODUCED BY: Personnel & General Administrative Ad Hoc Rules Committee

INTENT & SYNOPSIS: To adopt the attached Personnel & General Administrative Policy Manual and to rescind the previously adopted Personnel & General Administrative Policy Manual.

FISCAL NOTE: None

WHEREAS: The current Personnel & General Administrative Policy Manual had been updated in 2010; and

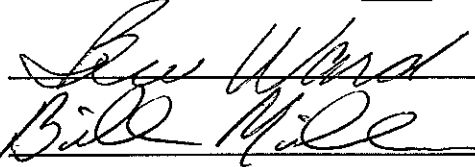
WHEREAS: the current policy states evaluation and updates are to take place in odd numbered years; and

WHEREAS: the committee has reviewed the policy making changes and appropriated updates as deemed necessary; and

WHEREAS: comments from the department heads and the county mutual have been taken into consideration;

AND NOW, THEREFORE, BE IT RESOLVED: that the current Personnel & General Administrative Policies be rescinded and the attached become enforced effective October 1st, 2011.

Recommended for adoption by the Personnel & General Administrative Ad Hoc Rules Committee on this ____ day of _____, 2011.



_____**ADOPTED**
_____**DEFEATED** by the Adams County Board of Supervisors this date ____
_____**TABLED** day of _____, 2011.

County Clerk

County Board Chair

P16

This Policy Manual shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies in conflict with the policies in this Manual.

This Manual is not intended to, nor shall it be interpreted as, creating a contract of employment.

Adams County reserves the right to modify and/or amend this Manual without notice and further reserves the right to enforce the terms contained herein.

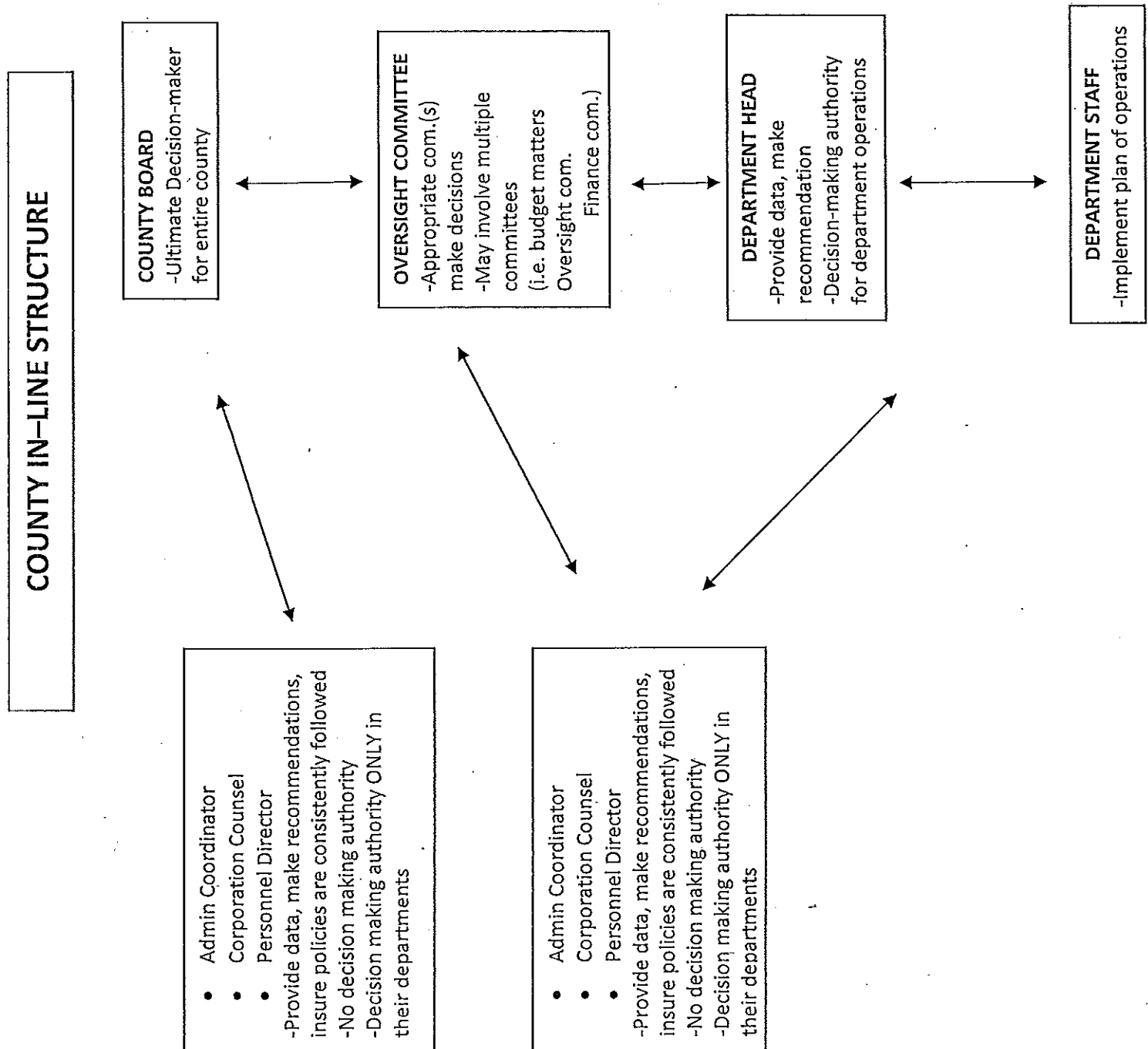


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CHAPTER ONE: GENERAL POLICIES**SECTION 1 - SCOPE**

It is the intent of the County Board of Supervisors, to the extent permitted by the laws of the State of Wisconsin and the Federal Government, to establish uniform County Personnel and General Administrative Policies. The rules, regulations and policies shall apply to the County Board, Committees, Boards, and Commissions where applicable and to all employees of the County under jurisdiction of the County Board. This Policy shall not apply where State or Federal Statutes, rules, regulations or collective bargaining agreements conflict and shall supersede all previous policies that conflict with the policies herein.

SECTION 2 - ENFORCEMENT AND AMENDMENT

2.01 The County Board, Administrative Coordinator/Director of Finance Personnel Director and Corporation Counsel retain overall authority for the interpretation of this Policy. The Corporation Counsel has an overall authority for the interpretation of this policy, in the event of a conflict of interpretation it can be appealed to the Executive Committee.

2.02 All County Board Supervisors, Elected Officials, and employees are responsible for reading this Policy, requesting further explanation of any provisions not understood, and ensuring that their own conduct is consistent with this Policy. All employee questions regarding the application or interpretation of the Personnel and General Administrative Policies shall first be discussed with the employee's Department Head. If unresolved, the question may be submitted by the Department Head to the Personnel Director.

2.03 This Policy, or any of its provisions, may be amended at any time by the County Board, and any such amendment shall be communicated to all employees and shall have full force and effect when adopted or on such other date as may be specified.

SECTION 3 - NOT A CONTRACT

3.01 Nothing in this Policy shall be construed to imply there is a contract between employer and employee. Unless there is a specific contract separate and distinct from this Policy, all employees are considered, and shall be treated as, at-will.

CHAPTER TWO: RECRUITMENT, SELECTION & APPOINTMENT**SECTION 1 - JOB DESCRIPTIONS**

1.01 Each position shall have a written job description containing the title, status, department, supervisor, a general description concerning the purpose of the position, a list of the essential and non-essential job duties, required qualifications, explanation of physical demands and the work environment, and any special requirements necessary to perform a particular job. All job descriptions shall be approved, signed and dated by the Home Committee.

1.02 **New Position Job Descriptions.** Department Heads are responsible for the creation of a job description for any new position in their Departments, or as directed by any Committee of the County Board, or the County Board. All new positions shall be created in accordance with Chapter 2, Section 3, New Positions.

1.03 **Updating Existing Job Descriptions.** Department Heads are responsible for updating all job descriptions for their Department. Department Heads will confer with the Personnel Director prior to submitting it to their Home Committee. All updated or revised job descriptions shall be approved, signed and dated by the Home Committee. All job descriptions will be reviewed every three (3) years by the Department Head. The Department Head will certify, in writing to the Personnel Director that the review has been conducted and that there are no updates or the updated job description is attached.

SECTION 2 - POSITION CATEGORIES/RECRUITMENT FOR EMPLOYMENT

2.01 The County has a number of categories for positions ranging from full-time to seasonal, as described in the following subsections. The term "year" shall be defined to mean the time from January 1 to December 31st of any twelve (12) month period. The job category descriptions below and corresponding language do not guarantee any specific amount of hours for any employee and should not be so construed or relied upon.

2.02 **Regular full-time Category.** A regular full-time position is authorized at either nineteen hundred and fifty (1950) hours per year or two thousand eighty hours per year (2080), and shall receive fringe benefits.

2.03 **Regular part-time Category.** A regular part-time position is authorized to work less than nineteen hundred and fifty (1950) hours per year. Regular part-time positions are eligible for pro-rated benefits as long as they work more than eighty-five (85) hours per month. If the employee works under eighty-five (85) hours per month they will not receive fringe benefits, except retirement after six hundred (600) hours of employment. If the regular part-time employee is successful in gaining a regular position, they will receive credit and seniority for the time worked as a regular part-time employee, and retains their original start date.

2.04 **On-call Category.** An on-call employee is defined as an individual who fills in on an "as needed" basis for regular employees in the event of an emergency. Department Heads shall ensure on-call employees do not exceed ten (10) business days of employment per calendar month. On-call employees are not eligible for fringe benefits. An on-call employee may not be placed in a regular position unless placement follows the recruitment policy. Should an on-call employee be successful in gaining a regular position, no credit, seniority or benefits shall be given for the time worked on an on-call basis.

2.05 **On-Call Employees Recruitment.** On-call employees may apply at anytime. The list of on-call employees will be maintained by the Personnel Director. All requests for on-call employees shall be submitted to the Personnel Director, stating the employee being replaced or the position being filled. No

Department shall contact an on-call employee unless directed to do so by the Personnel Director. In an emergency situation, such as an employee calling in sick and a replacement is needed, the Department shall contact the Personnel Director for an on-call employee. If the Personnel Director is unavailable, the Department may contact an on-call employee on their own. The Department is responsible for notifying the Personnel Director immediately after finding an on-call employee, reporting who was contacted to work and the employee they are filling in for.

2.06 Seasonal full-time or part-time Category. A seasonal full-time employee is defined as one who works an average of at least thirty-seven and a half ($37\frac{1}{2}$) hours per week for a limited time period not to exceed one hundred fifty (150) calendar days.

2.07 Seasonal Employees Recruitment. The Department Head after conferring with the Personnel Director may hire up to the number of budgeted approved seasonal employees without obtaining further authorization to hire. The further hiring of any additional staff throughout the year shall be submitted on a new Personnel Recruitment Form following Section 3 – 3.02.

2.08 Parks Department Seasonal Employees Category. A seasonal full-time or part-time employee in the Parks Department shall work no more than ten (10) months per calendar year. Full-time seasonal employees in the Parks Department, who work more than eighty-five (85) hours per month, shall be eligible for fringe benefits. A part-time seasonal employee in the Parks Department who works less than eighty-five (85) hours per month shall not be eligible for fringe benefits. Seasonal full and part-time employees may move back and forth between these classifications due to the cyclical nature of the seasonal establishment. Per Sec. 213(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department Seasonal employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.

2.09 Limited-Term Employee (LTE) Category. An LTE is defined as any employee who is hired for a temporary period of more than five (5) consecutive workdays, not to exceed ninety (90) consecutive calendar days. The hiring authority must complete the Personnel Recruitment Form and state the precise term with the start date, end date, and length of the term prior to the employee beginning. Summer Park LTEs may work up to one hundred (120) consecutive calendar days as a specific authorized exception to this Policy. Solid Waste LTEs may work up to two hundred thirteen (213) consecutive calendar days as a specific authorized exception to this Policy.

- A. Upon completion of the term, the employee may not be re-employed in any fashion with the County prior to the expiration of not less than five (5) calendar days. All temporary employees shall be selected based on the standard recruitment procedures. All LTEs are to be made aware of all County and Departmental security standards; it is the Department Head's responsibility to ensure that these standards are enforced.
- B. LTEs are not eligible for fringe benefits. An LTE may not be placed in a regular position unless placement follows the Recruitment Policy. Should an LTE be successful in gaining a regular position, no credit, seniority or benefits shall be given for time worked as an LTE employee.
- C. Per Sec. 13(a)(3) of the Fair Labor Standards Act related to exemptions for recreational establishments, Parks Department LTE employees will at times be required to work more than forty (40) hours per week and on holidays, while not being eligible for overtime pay.
- D. LTE'S once hired through the official hiring process may be used in subsequent years.

2.10 Authorization to Hire Recruitment. Department Heads wishing to fill vacancies in existing budgeted positions shall submit the Personnel Requisition Form to their Home Committee for approval. Once the Home Committee has approved the request, the Department Head shall forward it to the Personnel Director to initiate recruitment. The request shall include a copy of the job description, with any updates, for the position the Department Head intends to fill. The Personnel Director shall verify the information and sign the form with appropriate comments within seven (7) business days.

2.11 **Existing Position Vacancy Recruitment.** A vacancy in an existing position shall be removed from the table of organization unless a Personnel Recruitment Form has been submitted and approved within six (6) months from the date of the vacancy. The County Board may approve exceptions to this. Positions that were authorized in a previous year's budget, but not budgeted in the current year's budget, shall be removed from the table of organization upon the adoption of the new budget.

2.12 **Change Existing Position Recruitment.** To change an existing part-time position to a full-time position, the Home Committee, Department Head, Executive Committee and the County Board have to approve the request.

2.13 **Retaining Applications Recruitment.** Applications will remain on file for at least twelve (12) months but will not be used for consideration for any other positions within the County. Any candidate wishing to apply for another position will need to submit a new application.

2.14 **Recruitment Program.** The Personnel Director, in coordination with the Department Head develops and conducts an active recruitment program designed to meet current and projected County workforce needs. Recruitment of a Department Head is supervised and directed by the Personnel Director. Recruitment is tailored to the position to be filled and directed to sources most likely to yield qualified applicants.

2.15 **Change in Starting Salary Recruitment.** When the job market dictates, or experience is a factor, the Personnel Director may request approval by the Executive Committee to hire a new employee at a rate of pay other than the starting rate, to alter fringe benefits, or negotiate other conditions of employment.

2.16 **Filling authorized positions.** Vacancies shall be filled as follows:

- A. **Union Postings.** An opening for a position covered by a collective bargaining agreement will be posted in accordance with the terms of the applicable collective bargaining agreement and posted Countywide prior to advertising to the public. After the expiration of the posting period, the Department Head shall fill the vacancy in accordance with the applicable agreement, if a senior qualified union member posts into the vacancy, and shall promptly notify the Personnel Director that the vacancy has been filled. If posting does not fill the vacancy, advertising to the public shall be made.

2.17 **Public Advertisements.** All job postings that require a public announcement shall include at least the following information:

- A. Classification/Position title;
B. Department where the position vacancy exists;
C. Minimum qualifications and requirements of the position;
D. Address and phone number to request and submit an application;
E. Application deadline; and
F. Equal Employment Opportunity statement.

Other forms or sources of public notice that are economically feasible and reasonably designed to reach a range of qualified candidates may also be used at the discretion of the Personnel Director.

SECTION 3-NEW POSITIONS

3.01 **New Position Classification.** When a new position is requested, whether budgeted or non-budgeted, the Department Head shall complete the Job Description Questionnaire, Personnel Recruitment Form and develop a Job Description conferring with the Personnel Director.

3.02 **New Position Not Budgeted for the Current Year.** The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee, the forms shall be

forwarded to the Executive Committee for approval. If approved, a resolution shall be drafted by the Personnel Director for County Board action. As the position would not be budgeted, it shall require a two-thirds (2/3) vote of the County Board. If the position is not filled within six (6) months from the date of approval by the County Board, it shall be removed from the table of organization. Exceptions to this are situations where a position is being actively recruited.

3.03 New Position for the Next Budget Year. The Department Head shall present the proper forms to their Home Committee. If approved by the Home Committee the forms shall be forwarded to the Executive Committee for approval. Once approved by the Executive Committee, all Forms shall be returned to the Administrative Coordinator/Director of Finance and shall be included with the Budget proposals for the next year.

SECTION 4 - EQUAL OPPORTUNITY EMPLOYER AND DISCRIMINATION/NONDISCRIMINATION

4.01 It shall be the Policy of the County to recruit and select the most qualified persons for positions in the County. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition and provides equal employment opportunity in accordance with state and federal law and provides an effective career development plan for qualified employees through promotional opportunities.

4.02 Personnel practices within the County shall conform to the provisions of the law relating to non-discrimination in employment. Department Heads are required to follow this Policy in all hiring practices and filling of positions in their Department.

SECTION 5 - AFFIRMATIVE ACTION

5.01 It is the Official Policy of the County, in harmony with the legislative policy of the State of Wisconsin expressed in §111.31, Wisconsin Statutes, to provide Equal Employment Opportunities as set forth in Section 4. It is further the Official Policy of the County to employ minorities in proportion to their representation in the local population, according to statistics, which shall be on file in the Office of the County Clerk.

5.02 Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Presidential Executive Order # 11246; Revised Order #4; OFCC Affirmative Action Guidelines; and Title XXIX, Chapter 1607 of the Code of Federal Regulations, the Age Discrimination in Employment Act, the Americans with Disabilities Act of 1990, and the Civil Rights Act of 1991, establishing in substance the elimination of discriminatory employment practices based upon race, color, national origin, religion, sex and age and conferring on the Justice Department and Equal Opportunity Commission. The County also subscribes to the non-discrimination laws and regulations passed by Federal and State governments. Therefore, all County policies, procedures, rules and regulations of all Departments, Agencies, facilities, and the provisions of labor contracts are required to be in compliance with the above laws and orders. The County will take affirmative action, when necessary, to achieve handicapped accessibility, and nondiscrimination in contract compliance or employment practices, in accordance with Section 503-5-4 of the Rehabilitation Act of 1973 and the Ordinances and Resolutions of the County.

5.03 Program Responsibility. The Affirmative Action Officer for the County shall be the Personnel Director. The Affirmative Action Officer shall review all departmental policies and procedures, rules and regulations, and shall have access to all personnel files, documents, investigative reports, and any documents or information pertinent to the maintenance of the Affirmative Action Program. The Affirmative Action Officer will have the responsibility of resolving complaints of discrimination and identifying problems and participating in a problem's resolution. The Affirmative Action Officer will also serve as a liaison between the County, compliance agencies, and other community organizations as

necessary. Such Affirmative Action Officer may participate in any programs or policies relative to the training, promotion, transfer or discipline of any person in the employment of the County.

5.04 Dissemination of the Equal Employment Opportunity and Affirmative Action Program.

A. Dissemination of the Policy within the County. The Affirmative Action Policy and Procedures are made part of the Personnel and General Administrative Policies governing and available to all personnel. Procedures for redress of grievances relating to Affirmative Action shall be as set forth in the Dispute Procedures outlined in the Personnel and General Administrative Policies. These Policies and Procedures are communicated to employees periodically through the Personnel and General Administrative Policies. New employees are informed on the Policy as part of the orientation program. The Affirmative Action and Procedures Plan is posted on designated bulletin boards. In addition, various posters, such as "Equal Opportunity is the Law" and the Wisconsin Employment Act are displayed at various locations in County Facilities.

B. Dissemination of Policy outside the County. All recruiting sources for County employment will be informed of the County's intent to abide by Equal Opportunity Law and such recruiting sources will be expected to refer candidates for job openings without discrimination against properly qualified individuals solely because of their age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, and arrest or conviction record. Recruiting sources that are known by the Affirmative Action Officer to be discriminatory will not be used. All recruitment ads and County regular stationary will include the phrase "An Equal Opportunity Employer." Prospective employees are made aware of the existence of our Affirmative Action Plan by visual display. Advertising will not restrict opportunities except where such restrictions are bona fide occupational qualifications. Any individual wanting a copy of the Affirmative Action Plan will be provided a copy upon request.

C. General. The Affirmative Action Policies and Procedures Plan is publicized in English. In specific cases where another language is needed or for persons who are visually impaired, readers, translators, and/or interpreters may be made available.

SECTION 6 - EMPLOYEE SELECTION PROCESS

6.01 Applications. All applications for employment shall be made on forms approved by the Personnel Director. The County does not accept applications for positions when there is not an advertised position vacancy, with the exception of on-call positions and also part-time positions in the Sheriff's Department. It is the Department Head's responsibility to collect the applications from the Personnel Director after the application closing date has been reached and screen the applications with the Personnel Director, or his designee, in accordance with Section 6.03.

6.02 Promotions and Transfers. In limited cases, it may be possible for a position to be filled through promotion of current County employees. Promotional opportunities for non-union positions may include selecting a current employee for a new or refill position, or opening the position to qualified employees, either by Department or Countywide. Candidates for promotion must complete the appropriate steps possess the required skills, knowledge, and abilities, and shall be recommended by the Personnel Director and Department Head. A 60 day orientation period is required for promotions or transfers.

6.03 Screening. Once the application closing date has been reached, all completed application forms will be considered for the open position. It is the responsibility of the Department Head, with assistance from the Personnel Director, or his designee, to screen all applications to obtain a workable number of candidates for interviewing. The initial screening is based on job related criteria as has been previously determined in the job description. From those candidates selected for interviews, the hiring decision is made on job related factors including but not limited to:

A. Meeting basic job requirements, experience and qualifications;

- B. Realistic appraisal of personal characteristics clearly needed;
- C. Investigation of criminal conviction records when the circumstances of the offense are substantially related to the circumstances of the job; and
- D. Pre-employment inquiries to obtain past performance information from former employers and other references.

First consideration is given to the most qualified, best-suited applicant as determined by the evaluation of selection criteria for the position.

6.04 Evaluation of Candidates. Those conducting interviews may evaluate candidates on any basis as determined prior to the interview with the assistance of the Personnel Director.

6.05 Interviews. All applicants to be interviewed will be contacted by the Personnel Department. The Personnel Director will determine who will be included in interviews, including a member of the hiring department, the home committee chairperson and/or designee. The Department Head shall prepare interview questions that shall be reviewed and approved by the Personnel Director. Applicants selected for interview(s) shall bear all expenses for the interview(s). The Personnel Director may administer or appoint a designee to administer the interview questions. All interviews will be held in closed session per Wisconsin Statutes.

6.06 Selection. After all interviews are completed, those conducting the interviews, shall select at minimum a first (1st) and second (2nd) alternate candidate, unless the candidates do not meet the desired qualifications. The Personnel Director shall conduct reference and qualification checks on final candidates only. If these references are positive, a conditional offer of employment shall be given to the final candidate contingent upon successful completion of a physical evaluation, if required for the position, background check, and drug and alcohol test. If the qualifications for a position are not met and no offer of employment is made, further recruitment efforts to hire a qualified candidate may be made by the Personnel Director.

6.07 If the person to whom an offer is made does not fill the position or if the position becomes vacant within twelve (12) months of the date of the candidate's start date, the job may be offered to the second (2nd) alternate candidate or candidates in order of preference after consultation with the Personnel Director. If the qualified candidates selected from the initial interview decline the position, further recruitment efforts shall be made by the Personnel Director.

6.08 Eligibility Lists. Departments may request to advertise for eligibility lists for positions as follows:

- A. Sheriff Department. Jail Officers, Dispatchers, and Road Officers.
- B. Highway. Laborers/Truck Drivers and Summer Help.
- C. Solid Waste. Truck Drivers.
- D. Health & Human Services. Social Workers.
- E. See Chapter 2, Section 2, position categories/recruitment for employment.

Once the eligible candidates have been interviewed, the selected candidates will be placed on the eligibility list. The list shall remain on file for up to twelve (12) months for the filling of future vacancies. The Executive Committee may grant an extension up to six (6) months.

6.09 Hiring of Non-Elected Department Heads. Department Head applications are to be screened by the Personnel Director. The Executive Committee along with the committee chair shall interview the candidates recommended by the Personnel Director for appointment to the position of Department Head. The Personnel Director may request outside participants for the interview process. After interviews have been completed, the Executive Committee shall recommend the final candidate to the County Board for approval by Resolution. The only exception shall be the UW Extension Agents, Highway Commissioner and Library Director.

1
2 **6.10 Hiring of an Administrative Coordinator/Director of Finance.** The Personnel Director shall
3 assist the Executive Committee in screening applicants. The Personnel Director and Executive
4 Committee shall conduct interviews and the Personnel Director may request outside participants for the
5 interview process. If the Personnel Director position is vacant the Executive Committee shall conduct the
6 interview process. After interviews have been completed, the Executive Committee shall recommend the
7 final candidate to the County Board for approval by Resolution.
8

9 **6.11 Letter of Offer.** The Personnel Director shall send a letter of offer and Medical Examination
10 Form, if applicable, to the successful applicant documenting the terms of employment. A copy of the
11 letter of offer will also be given to the Department Head. This offer shall be conditional upon successful
12 completion of the following:

- 13 A. Background Check;
- 14 B. Drug and Alcohol Test;
- 15 C. Physical Evaluation; if applicable
- 16 D. Psychological Evaluation: at the discretion of the Personnel Director or Department Policy.
- 17 E. Reference Check; and
- 18 F. Verification of Qualifications: Those employees, who are required to have a valid Wisconsin
19 driver's license, other license or certification, or a degree to perform their duties, shall provide
20 a current copy of the driver's license, other license or certification, or degree to be placed in
21 their personnel file;

22 The Personnel Director shall notify each unsuccessful candidate in writing upon selection after the
23 interviews, prior to any of the background checks and testing commencing. The background checks and
24 testing shall commence after verbal acceptance of the position by the candidate. Prior to the final
25 candidate starting their position, the Medical Examination Form, if applicable, along with a letter of
26 acceptance shall be returned to the Personnel Director, and all conditions of employment shall be given to
27 the Administrative Coordinator/Director of Finance prior to starting employment. The County shall not
28 pay relocation expenses of any kind.
29

30 SECTION 7 - NEW EMPLOYEE ORIENTATION

31
32 **7.01 Policy.** Adams County will follow an established orientation procedure. Where applicable, all
33 new or promoted County employees will receive orientation of all necessary policies and procedures and
34 required training.
35

36 7.02.1 Procedures.

- 37 A. A newly hired employee will meet with the Personnel Director on their first day of
38 employment, for orientation to general conditions of employment. Employees shall sign the
39 form at the back of this policy indicating they have received a copy of the Personnel and
40 General Administrative Policies and any addendums. This form is to be returned to the
41 Personnel Director and placed in the employee's personnel file.
- 42 B. The Department Head or designee, shall orient each new employee to the conditions related
43 to his job location, description, and expectations, work safety, and hours of work, lunch and
44 breaks. Said orientation shall include an introduction to fellow workers, the use of the time
45 clock and its location, dress code, safety requirements, lunch and break periods, purchasing
46 supplies, use of telephones and other items as deemed necessary. If possible the Department
47 Head shall assign another employee throughout the employee's orientation period to assist in
48 the orientation of the new employee.
- 49 C. The Payroll Technician will meet with the new employee as soon as possible after their start
50 date to obtain information necessary for personnel records and provide orientation and
51 enrollment in benefits for which the employee is eligible.
- 52 D. An orientation checklist shall be completed at each stage of the orientation to ensure
53 discussion of each pertinent item. The completed and signed checklist shall be returned to
54 the Personnel Department for inclusion in the employee personnel file.

P30

7.03 Department Head Orientation. In addition to procedures outlined above, the County Personnel Director, County Clerk, Corporation Counsel and Administrative Coordinator/Director of Finance shall be responsible for the orientation of a new Department Head to the County Policies and expectations of the of the Department. An appointment will be scheduled with each of the positions listed above on the first day of employment or as soon as reasonably possible after the start date of the new Department Head. Topics to be covered with new Department Heads will be listed on the Orientation checklist.

The above named positions shall on a continuous basis, provide feedback and positive reinforcement to a new Department Head to ensure a smooth acclimation to the County.

SECTION 8 - NEW EMPLOYEE DRUG & ALCOHOL TESTING

8.01 As a condition of employment, all new employees must successfully complete a drug and alcohol test directed by the Personnel Director.

8.02 This Section does not restrict the County's right to request random medical, drug, or alcohol testing for employees after being hired.

SECTION 9 - NEW EMPLOYEE PHYSICAL EXAMINATION

9.01 A physical examination, if applicable, is required before the County employs a person. The physical exam is given in strict compliance with the American with Disabilities Act (ADA) and only after a conditional offer of employment has been made. The County will schedule the appropriate physical examination, if applicable, at the Moundview Memorial Hospital & Clinics, or another institution as selected by the Personnel Director and Department Head. This shall be based on the physical demands listed in the job description. The testing may include one or more of the following: basic employment physical, DOT, hazmat with or without a stress test, audiogram, X-rays or flexibility testing. This will be billed directly to the County's attention:

Personnel Department, P.O. Box 48, Friendship, WI 53934

SECTION 10 - RESIDENCY

10.01 The County deems it beneficial and expedient to have protective service and other vital service employees reside within the County. However, only those employees required by Statutes shall be required to reside in the County.

SECTION 11 - VOLUNTEER SERVICE POLICY

11.01 Purpose of Policy. The County recognizes that people in the community can make great contributions as volunteers. The County also recognizes the potential liability exposure incurred with engaging the services of volunteers. Proactive risk management efforts can control and minimize liability exposures to help ensure that the use of volunteers is a positive experience for both the volunteers and the County.

11.02 Definition. "Volunteer" is a person recognized and authorized by the County or one of its Officials, employees, or agents to perform services for the County without receipt of salary or compensation, other than reimbursement for reasonable expenses incurred in service to the County. Reimbursement for expenses shall be at the discretion of the Department Policy.

11.03 Employees as Volunteers. An employee of the County may not volunteer for the County when the employee's volunteer duties would involve the same type of service, which the individual is employed to perform for the same agency in accordance with the Fair Labor Standards Act (FLSA). All volunteer

services provided by an employee of the County shall be performed outside of the normal hours of work for the employee.

11.04 Volunteer Orientation and Information. Each department shall orientate the volunteer to the workplace, review of the job to be performed, introduction to persons that they will be working with, appropriate safety policies, injury reporting policies and applicable department policies. Each department shall present to the County Treasurer the name and address of all Volunteers. The list should be updated monthly for additions and deletions. If the Volunteer will use their own automobile for conducting County business, a copy of the Driver's License and the declaration page of their insurance shall be provided and submitted to the Treasurer. Per the Wisconsin County Mutual Insurance Corporation, the limits of coverage the volunteer should have are:

\$100,000 per person
\$300,000 per accident Bodily Injury
\$ 50,000 per accident Property Damage, or
\$300,000 Combined Single Limit

11.05 Confidentiality. Volunteers are responsible for maintaining confidentiality of all privileged information to which they are exposed while serving as a volunteer. This includes information pertaining to employees, other volunteers, clients, or other related Department information. It is the Department Head's responsibility to review this policy with the Volunteer.

11.06 Reference and Criminal Background Checks. Reference and criminal background checks are required for volunteers who will:

1. Be responsible for providing services to the public without a County employee being present; or
2. will be assisting citizens with their personal or financial matters.
3. The Personnel Department will conduct the criminal background checks for Departments after volunteer services have been accepted. Each Department will be responsible for performing the reference checks using a standard form, which can be obtained from the Personnel Department.

A. Caregiver Background Checks. The County is prohibited from accepting volunteer services from any person, who has been convicted of, or has a pending charge for, a serious crime as defined by Statute or Departmental rule. This also applies to a person found to have abused or neglected a client or child, or to have misappropriated client property. The Department is responsible for Caregiver Background Checks.

11.07 Recognition of Volunteer Service. Each year in December, the Personnel Director will draft a resolution, submit it to the Executive Committee for approval recognizing all volunteers for their service the expiring year, to be forwarded to the County Board in January.

CHAPTER THREE: EMPLOYMENT INFORMATION**SECTION 1 - WORKING HOURS**

1.01 The normal workweek for full-time County employees may be either thirty-seven and one half (37 ½) or forty (40) hours depending on the Department or collective bargaining agreement. The workweek begins at 12:01 a.m. each Sunday and ends at 12:00 midnight each Saturday. When possible, offices shall remain open during the lunch hour. Employees shall stagger their lunch period to accommodate this schedule.

1.02 Flex scheduling may be worked out with the approval of the Department Head as long as it does not interfere with the operation of the office or create overtime and/or comp time.

1.03 Work hours of the Sheriff, Highway and Solid Waste Departments are set forth in their collective bargaining agreement.

1.04 The Department Head will inform employees of the specific hours employees are to work.

1.05 Employees shall inform their Department Head or supervisor of any departures from their place or places of work. Department Heads and supervisors have a duty to monitor and account for the work-related activities of their employees throughout their working hours.

1.06 (1) Lunch Periods and Breaks.

A. Each employee who works a full shift shall receive at least a one-half (½) hour unpaid lunch break which will normally fall approximately midway through the shift. Employees of some Departments may receive a one (1) hour unpaid lunch break, depending upon the Departments service hours or collective bargaining agreement.

B. Lunch periods are not to be skipped, or used at the beginning or end of the workday, without the specific approval of the employee's Department Head or supervisor. Employees are considered off duty, and are free to leave the premises, during lunch periods. Employees shall punch out at the beginning of their lunch and punch back in when returning to work.

C. Each employee is allowed a paid relief period of ten (10) minutes for each one-half (½) day's work. Break time cannot be accumulated in any manner or used to extend lunch periods or to shorten the workday. Employees are not allowed to leave the work premises during their ten (10) minute break.

D. Lunch periods and rest breaks are to be arranged between the employee and the Department Head or supervisor. Breaks are to be scheduled so that adequate staff coverage is provided and County services are not interrupted.

1.06 (2) Break Time for Nursing Mothers. Under Section 7 of the amended Fair Labor Standards Act, employers are required to provide reasonable break time for an employee to express breastmilk for her child(ren) for up to one year after the child(ren)'s birth, each time such employee has need to express the milk.

A. An employee interested in participating in the County Lactation Program should contact their supervisor, Department Head, or Personnel Director. The employee will be assisted in arranging the required time plus a private, clean room, not a rest room, with access to electricity where the employee will be comfortable expressing milk.

B. Anticipated lactation times shall be established by each employee based on her work schedule. Employees will be asked to use their rest breaks and/or lunch periods to help balance their work and personal needs. Additional unpaid break time or flex time may be granted by the Department Head solely for the purpose of expressing milk, as long as providing such break time does not unduly disrupt operations.

C. Certified Lactation Consultants are available through the Adams County Health & Human Services Department of Public Health to assist employees with questions regarding breastfeeding, storage of breastmilk, use of a manual or electric pump and to provide information to help new mothers continue breastfeeding after returning to work.

D. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Any incident of harassment of a breastfeeding employee will be addressed in accordance with the Adams County's policies and procedures for discrimination and harassment. Employees will not be retaliated against for exercising their rights under this policy.

1.07 Daylight Savings Time. Employees who are required to work during the change of Daylight Savings Time shall be paid for the actual hours worked.

1.08 Response Time. In order to respond to emergency and service needs, employees may be required as part of their job description to be able to meet specific response times.

SECTION 2 - PERSONNEL RECORDS

2.01 Personnel Files. The Personnel Director shall maintain the official files of all County employees in accordance with Chapter 19, Wisconsin Statutes.

2.02 Inspection of Records. The public may request in writing to the Personnel Director to inspect personnel files. The County shall provide inspection of personnel records to the public in accordance with Chapter 19, Wisconsin Statutes with approval of the Corporation Counsel.

2.03 Employees, or a representative designated in writing by the employee, upon written request to the Personnel Director, shall have the opportunity to inspect any documents in his or her own personnel file in accordance with §103.13, Wisconsin Statutes.

2.04 Maintenance of Records. The records of the County shall be maintained as set forth in the County Master Records Retention Schedule, and applicable State Statutes.

2.05 Employment References. Professional references concerning past employment with the County shall be given by the County Personnel Director only.

SECTION 3 - POLITICAL ACTIVITY

3.01 No employee is precluded from engaging in political activity provided such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliation, except as provided for in this Section. No employees or Elected Official shall directly or indirectly use or seek to use their authority or the influence of their position to control or modify the political action of another person. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended.

SECTION 4 - NEPOTISM

4.01 The term 'relative' refers to an immediate family member or person living in the same household. No relative can be employed in an immediate superior or subordinate relationship. No Board or Committee member, Department Head, supervisor, employee, or Elected Official, may take part in the selection, appointing of authority, evaluation, promotion, demotion, lay-off, termination or assignment of benefits or supervision of any relative.

SECTION 5 - CONFLICTS OF INTEREST AND MISCONDUCT

5.01 No employee shall accept directly, or indirectly, any property, personal advantage, money, or any other form of payment in kind which the employee is not authorized to receive or with the understanding that the employee will act in a certain manner in relation to any matter which is pending or might come before the employee.

5.02 No employee shall commit any of the following acts:

A. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;

B. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;

C. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;

D. Make an entry in an account or record book or return, certificate, report or statement which, in a material respect, he intentionally falsifies;

E. Under power of his office or employment, intentionally solicit or accept, for the performance of any service or duty, anything of value which he knows is greater or less than is fixed by law;

F. In his private capacity, negotiate or bid for or enter into a contract in which he has a private financial interest, direct or indirect, if, at the same time, he is authorized or required by law to participate in his capacity as an employee, in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on his part and/or;

G. Participate in the making of a contract in which he has a private financial interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on his part.

5.03 Subparagraphs F and G do not apply to contracts in which any single employee is privately interested that do not involve receipts and disbursements by the County aggregating more than \$15,000 in any year pursuant to §946.13, Wisconsin Statutes.

5.04 Any employee that commits any of the above prohibitive acts shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

SECTION 6 - MUTUAL RESPECT AND PROTECTION POLICY

6.01 It is Adams County policy that all individuals be treated courteously, professionally, fairly and with respect. This is articulated by the doctrine of Mutual Respect that has two key elements:

A. The Adams County employee has responsibility to those we serve, reflected in our desire to be honest, courteous and helpful, and to recognize why an individual is seeking service and the individual's perspective;

B. The Adams County citizen has responsibility to appropriately communicate the citizen's service needs, be prepared to assist county personnel, and not be verbally or physically abusive.

6.02 Verbal or physical abuse may include words or behavior that is disrespectful or threatening, condescending, indecent, profane, and includes any act of intimidation through a violation of personal space. All Adams County service providers shall treat all individuals with respect at all times. Examples of respect include:

1. Using respectful language in all verbal, written and electronic communication;
2. Being open and attentive to the point of view of others;
3. Using input and feedback in a respectful manner;
4. Expressing disagreements tactfully and respectfully;
5. Respecting the ideas, values and traditions of others.

6.03 Procedure to Respond to a Violation of this Policy

A. Individual Employee. If an individual determines that someone has violated this policy, that individual should first attempt to resolve the situation by informing the violating party that the behavior is unacceptable. If the situation is not resolved satisfactorily, or if an individual does not feel comfortable confronting an offender, a Mutual Respect and Protection Incident Report form should be completed as soon as possible and routed through the individual's immediate supervisor.

(Note: the Mutual Respect and Protection Incident Report form is for reporting purposes only, and is not intended to be used to judge an individual employee's actions in addressing the situation. However, if it is established that an individual knowingly made false accusations, that individual will receive corrective action and/or disciplinary action, up to and including termination.)

B. Supervisor/Department Head. It is the responsibility of management to ensure that all incidents are properly addressed. The immediate supervisor shall submit the completed Mutual Respect and Protection Incident Report form including any action taken by the supervisor to address the situation, to the Department Head, the Personnel Director, and to the Administrative Coordinator/Director of Finance no later than the close of business on the next workday following the incident. In addition, any threat of physical violence shall be reported to the Adams County Sheriff's Department.

If a supervisor has not finished the investigation/action of an incident within the time period allotted, the supervisor should submit the Mutual Respect and Protection Incident Report form with a notation as to when the investigation/action will be completed. Once the supervisor has completed the action, a supplemental communication addressing the action shall be forwarded to the Department Head, Personnel Director, and Administrative Coordinator/Director of Finance.

C. The Administrative Coordinator/Director of Finance has one business day from receipt of the communication to address the incident upon review of all the relevant facts relative to the case. The administrator's actions/comments shall be forwarded to the Department Head, employee, Personnel Director and, if necessary, the Sheriff for action.

6.04 Under no circumstances will retaliation or intimidation toward a complainant and/or others involved in an investigation be tolerated. If the complainant or any other individual who has participated in an investigation is subjected to any retaliation or intimidation, he or she should report such action immediately to the Personnel Director.

6.05 Posting of Policy. In an effort to ensure customers to Adams County facilities have access to this policy, all Adams County facility entrance areas shall have a copy of the Mutual Respect and Protection Policy notice posted in a viewable place and manner.

6.06 It is the duty of every employee to deal courteously and professionally with the public and other employees. Favorable impressions created by courteous and professional public relations develop citizen goodwill and support for the employee, his/her Department, and the County as a whole. Any disposition or demeanor indicating an attitude of discourteousness toward the public will be cause for disciplinary action up to and including dismissal.

SECTION 7 - PERSONAL APPEARANCE AND HOUSEKEEPING

7.01 All clothing must be respectable, clean, neat and not in need of repair. There are two (2) dress code categories.

1 **A. Field Wear** - Specific to a department and approved by the Department Head. Clothing is
2 chosen as it relates to job assignment/activity. When not on field duty employees will be expected to
3 wear business casual.

4
5 **B. Office Wear** – General dress code used in all County Offices at all times unless field wear.
6 Appropriate attire will be considered as “business casual”.

7
8 **A. The following are never appropriate for Office Wear:**

- 9 1. Shorts of any kind (walking, bermuda, cut-offs, low riser or hip hugger pants)
- 10 2. Tank tops
- 11 3. Halter tops
- 12 4. Midriff tops
- 13 5. Strapless tops
- 14 6. Flip flops (beachwear type)
- 15 7. Rubber Garden shoes (Croc type)
- 16 8. Skirts/dresses that are considered micro or mini (nothing more than 3 inches above the
17 knee)
- 18 9. Athletic Wear
- 19 10. Hats – caps/hats may not be worn inside of buildings
- 20 11. Clothing exhibiting any type of promotional depictions and/or potentially offensive
21 words, terms, logos, pictures, cartoons or slogans. This is not to prohibit the wearing of
22 appropriate logos, items supporting local or state organizations on appropriate days on/or
23 near the events.
- 24 12. Jeans (must be clean, free of rips, tears, fraying and may not be excessively tight or
25 revealing)

26
27 **7.02 Modesty “Clause”** – Clothing that reveals too much cleavage, your back, your chest, your
28 stomach or your undergarments is not appropriate for a place of business.

29
30 No dress code can cover all contingencies so employees must exert a certain amount of judgment in their
31 choices of clothing to wear to work. If you experience uncertainty about acceptable business casual attire
32 for work please ask your Department Head/Supervisor. The enforcement of this guideline is the
33 responsibility of management and supervisory personnel. The key point to sustaining an appropriate
34 “business casual” attire program is the use of common sense and good judgment and applying a dress
35 code that is conducive to our business environment. [Remember if you question the appropriateness
36 of the attire, it probably isn’t appropriate.]

37
38 **7.03** Department Heads and supervisors are responsible for monitoring and enforcing this policy. The
39 policy will be administered according to the following action steps.

- 40 **A.** If questionable attire is worn the Department Head/Supervisor will hold a personal, private
41 discussion with the employee to advise and counsel the employee regarding the inappropriateness
42 of the attire.
- 43 **B.** If an obvious policy violation occurs the Department Head/Supervisor will hold a private
44 discussion with the employee and ask the employee to go home and change his/her attire
45 immediately.
- 46 **C.** Repeated policy violations will result in disciplinary action.

47 **SECTION 8 - STORAGE OF PERSONAL BELONGINGS ON COUNTY PROPERTY**

48
49
50 **8.01** County owned lockers, desks, file cabinets, electronic equipment, and vehicles are not the private
51 property of the employee. There is no reasonable expectation of privacy with regard to their contents and
52 they are subject to inspection.
53

SECTION 9 - OFFICE ETIQUETTE

9.01 Please be respectful when you are in another employee's work area. The employee may be on the phone or need less noise interruptions to do their work. When entering others offices, especially when you are meeting with clients, visitors, or members of the community, or even another employee, please be polite and knock before entering, and wait for acknowledgment. Most Offices in the County have an open door policy, but may not want to be interrupted at that time. Manners and respect to all are necessary in the workplace.

SECTION 10 - CONFIDENTIALITY**10.01 Scope.**

- A. The purpose of this Section is to familiarize or acquaint employees with the general principles, rules, laws and exceptions as it relates to confidentiality. This is not intended to be an exhaustive discussion of the topic. Specific questions regarding the release of information shall be referred to the Department Head. Consultation with the Corporation Counsel shall be required.
- B. Confidentiality refers to the protection of information that is intended to be private. A policy of confidentiality serves to encourage parties to speak freely and provide information that they might not normally disclose to another party. Since most Departments exist solely for the purpose of serving the public, the County must maintain the highest standards of confidentiality to ensure the best possible service to the public.
- C. The requirements that certain information be kept confidential may arise from statute, privilege, contract, ethical rules, or by County Policy. Violation of confidentiality rules may result in discipline, litigation, criminal penalties, civil monetary penalties or a deterioration of the service relationship between the County and the public.

10.02 **Departmental Policies on Confidentiality.** The best source for information on confidentiality requirements for employees is the Personnel Director and Department Head. Each Department shall be required to implement a written policy on the confidentiality requirements. All employees, interns, students, and contract service providers shall be provided with a copy of the confidentiality policy for their Department and shall sign an acknowledgment that they agree to abide by the policy, which shall be filed in the employee's official personnel file. Each Department shall hold periodic training on the requirements of its confidentiality policy. Copies of these policies shall be filed with the Personnel Director, and updated by January of each year.

10.03 Open Records.

- A. Public policy favors providing members of the public with access to information and records of governmental activities. The policy is based on the idea that all persons are entitled to the greatest possible information regarding the government and the official acts of those Officers and employees who represent them. Confidentiality is actually an exception to the Open Records and Open Meetings Law.
- B. Each Elected Official, County Chairperson, Administrative Coordinator, Appointed Officer or individual Department Head, or any local public official per Wis. Statutes 19.32 (1dm) is the legal custodian of his/her records and the records of the office.
- C. The Department or Committee Member preparing the agenda shall notice the agenda of a meeting at least twenty four (24) hours in advance of the meeting for the public, all members of the news media who have requested notice, and the official newspaper. As a general rule it is advised by the Attorney General that it should be noticed in three different locations. The agenda shall include time, date, place of the meeting, and subject matter. If there is an anticipated closed session it must be noticed as such in accordance with Wisconsin Statutes. In an emergency situation, a meeting may be called without twenty four (24) hours notice, but emergency meetings do require at least two (2) hours notice of the meeting.

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- D. The Department or Committee Member preparing the minutes is responsible for submitting a hard copy of the meeting minutes with associated handouts/attachments to the County Clerk within ten (10) working days after the meeting.
- E. All information collected by a Department, whether written or oral, is subject to the County confidentiality requirements.
- F. Employees from one (1) Department may see confidential information from another Department in the course of their regular employment. For example, employees from the Administrative Coordinator/Director of Finance Office may pay invoices for the Health & Human Services Department. The Administrative Coordinator/Director of Finance employees are bound by the same confidentiality standards as those in the Health & Human Services Department.

Employees should be aware that it may be a violation of this Section to release information on individuals receiving services to other Departments, members of the County Board, or even the employee's Home Committee. Any employee found not abiding by this Policy shall be subject to discipline pursuant to the Discipline and Discharge Section of the Personnel and General Administrative Policies.

SECTION 11 - HARASSMENT

11.01 Anti-Harassment Statement. The County is committed to maintaining a work environment that is free of illegal discrimination and harassment. Harassment consists of unwelcome conduct, whether verbal, physical, or visual that is based on a person's protected status as defined by law, and as indicated in this Policy. The County will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, hostile, or offensive working environment.

11.02 Scope. This Policy applies to all Elected Officials, salaried and bargaining unit employees within the County, and to all other employees, including full-time, part-time, temporary or agency personnel. It also includes others who do business with the County such as outside contractors, vendors or customers.

11.03 Sexual Harassment. All County employees are responsible for helping to prevent harassment. Sexual harassment deserves special mention. Unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex, whether or not such conduct is repeated, constitute sexual harassment especially when:

- A. Submission to such conduct is an explicit or implicit term or condition of employment;
- B. An individual's submission to or rejection of such conduct becomes the basis for employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

11.04 Sexual Harassment Definitions. In accordance with Equal Employment Opportunity Commission (EEOC) guidelines, sexual harassment is defined as:

- A. **Unwelcome or Unwanted Sexual Advances.** This means patting, pinching, brushing up against, hugging, kissing, fondling, arms around shoulders, or any other similar physical contact normally considered unacceptable by another individual.
- B. **Requests or Demands for Sexual Favors.** This includes subtle or blatant expectations, pressures, threats, or requests for any type of sexual favor, which may be accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment, career or salary status.
- C. **Verbal Abuse.** Teasing or joking that is sexually oriented and usually considered unacceptable by another individual. This includes comments about an individual's body or appearance when such comments go beyond mere courtesy; telling dirty jokes that are clearly unwanted or considered offensive by others; or tasteless, sexually-oriented comments, innuendoes, questions or actions which may offend other reasonable people.

D. **Engaging in Any Type of Sexually Oriented Conduct.** This includes conduct that would unreasonably interfere with another's work performance such as extending unwanted sexual attentions to someone, which, in turn, reduces productivity or time available to work at assigned tasks.

E. **Creating a Work Environment that is Intimidating, Hostile, or Offensive.** A work environment may become intimidating, hostile or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, remarks, demands, physical contacts, or attentions. Such items as explicit or exposing posters, calendars, pictures, cartoons, or leers, gestures, questions or comments are also included.

11.05 Complaint Procedure. Any employee who believes another person subject to this Policy is sexually harassing them shall promptly take the following steps:

- A. If possible, the employee shall politely but firmly inform the harasser how they feel about the actions and request that the person ceases the harassment.
- B. If the harassment continues, or if the employee believes some employment consequence may result from such a confrontation, the employee shall report it to his immediate supervisor, Department Head, Personnel Director, Corporation Counsel or Administrative Coordinator/Director of Finance.
- C. If the employee feels a resolution has not been reached in the previous steps, or if the employee believes some employment consequence may result from making such a complaint, the employee shall ask the Personnel Director, or designee, to investigate the complaint.
- D. If the complaint is against the Administrative Coordinator/Director of Finance, the Executive Committee will investigate or arrange for an outside, independent investigator to conduct an investigation of the complaint.

11.06 Confidentiality. Confidentiality will be maintained to the greatest extent possible in order to protect the reporting person's identity as well as potential defamation of a wrongfully accused person. However, in most instances it will be necessary, at some point, to identify the reporting person so a thorough investigation can be completed.

11.07 Non-Retaliation. No retaliatory action is permitted against any employee who, in good faith, raises or reports a legitimate issue of sexual harassment or other discriminatory practice.

11.08 Investigation.

- A. Sexual harassment claims shall be investigated as promptly and as thoroughly as possible by those conducting the investigation, and within the guidelines of County Policy by the Corporation Counsel and Personnel Director or other agency that is deemed appropriate by the Administrative Coordinator/Director of Finance.
- B. In all cases, when an investigation is required, the investigation process will start no later than ten (10) business days after the Personnel Director receives a formal written complaint.
- C. Accurate and complete records of all interviews shall be maintained.
- D. Normally, interviews shall be conducted with the reporting employee, alleged harasser, and witnesses.
- E. The reporting employee and accused harasser shall be notified in writing of the decisions reached.

11.09 Corrective Actions. Corrective action based on substantiated complaints of sexual harassment against any employee may include discipline, up to and including discharge.

SECTION 12 - CONFIDENTIALITY OF MEDICAL RECORDS

12.01 The County respects the confidentiality and privacy rights of all of its employees. Accordingly, the results of any test administered under this Policy and the identity of any employee participating in the County's Employee Assistance Program (EAP) or other assessment or treatment program will not be

revealed by the County to anyone except as required by law. The County will release an employee's record as directed by the express written consent of the employee authorizing release to an identified person. In addition, the County will ensure that any lab or agency used to conduct testing under this Policy will maintain the confidentiality of employee test records. However, the lab or testing agency will disclose information related to a positive drug or alcohol test of any individual to the County. The County may disclose this information to the employee or to the decision maker in a lawsuit, grievance, or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug test or alcohol test; or as required by law, including court orders and subpoenas. The Medical Review Officer (MRO) will not reveal individual test results to anyone, except the County Personnel or Administrative Coordinator/Director of Finance Offices, unless the MRO has been presented with a written authorization from the tested employee.

12.02 All records related to drug and alcohol tests of individual employees will be maintained in individual medical files separate from the employee's personnel file. These records will be stored in a locked cabinet in the Personnel Director Office and access will only be allowed to those employees who have a legitimate need to review the records of a particular employee.

CHAPTER FOUR: SALARIES AND WAGES**SECTION 1 - WAGES**

1.01 Employee salaries shall be determined by classification as set by the County Board using the County Pay Structure. No employee shall be paid per diem. Elected Official salaries shall be determined by the County Pay Structure set by the County Board, in accordance with Wisconsin State Statutes.

1.02 Any change in an employee's wages or a change in employment status shall be submitted on an Employee Change Notice by the Personnel Director to the Administrative Coordinator/Director of Finance Office prior to the Friday preceding payroll week, after the status change occurs.

1.03 Employees hired prior to January 1 shall receive a step increase in pay on April 1 of each year. A step increase shall be given once a year until they reach market comparability (Grade 7) and then moving up a step every other year. Employees hired after January 1 will not be eligible for a step increase until the following year. (adopted May 18, 2010)

1.04 Terminated employees whose last day worked occurs prior to the date a change in the County Pay Structure is adopted, shall not be entitled to retroactive pay.

1.05 The Personnel Director shall send a letter to all employees, with a copy to the Administrative Coordinator/Director of Finance Office, who are transferred, reclassified, promoted, demoted, or who are temporarily assigned to another position documenting the pay and benefits that shall be received with the change in the employee's position.

1.06 Transferring from Part-Time to Full-Time. An employee who transfers from part-time to full-time in the same classification will be placed on the lowest step that will not result in a reduction in salary.

SECTION 2 - OVERTIME AND COMPENSATORY TIME

2.01 The Federal Fair Labor Standards Act regulates hours of work and overtime pay for employees covered by the Act. Employees are classified in accordance with the Federal Fair Labor Standards Act (FLSA) as either exempt or non-exempt. Exempt employees include Department Heads, supervisors, managers, and professional employees. Non-exempt employees, or those covered by the Act, are all other employees. If an employee has a question as to which category he is in; the employee shall contact the Personnel Director. Details regarding the implications of FLSA as it pertains to time-keeping requirements and treatment of employees on a salary or hourly basis, as well as fringe benefit rights, are set forth in other provisions of the Policy.

2.02 Overtime. Overtime is any hours worked over forty (40) hours per workweek, that are paid out at one and one-half (1½) times the employee's regular rate of pay. Part-time, on-call, LTE, and seasonal employees are not eligible for overtime unless in a one (1) calendar week period, Sunday 12:01 a.m. through Saturday 12:00 a.m., the employee works over forty (40) hours. Overtime should be granted for unusual occurrences or Department requirements only, and shall be pre-approved by the employee's Department Head or supervisor. All overtime shall be initialed by the Department Head or supervisor on the employee's timecard.

2.03 Compensatory Time. Compensatory time is granted rather than overtime pay, at the Department Heads discretion, at one and one-half (1½) times the hours worked in excess of forty (40) hours per workweek. Compensatory time should be granted for unusual occurrences or Department requirements only. The Department Head or supervisor shall approve the earning of compensatory time by signing the employee's timecard.

2.04 Non-exempt Employees.

- A. For non-exempt employees, hours worked in excess of the forty (40) hours in a workweek shall be compensated in compensatory time off or overtime pay, at the Department Head's option. This shall accumulate at the rate of one and one half (1½) times, either the hours worked for compensatory time, or the rate of regular pay for overtime pay. If overtime pay is selected, it shall be paid in the pay period in which the overtime was earned.
- B. If an employee works at two (2) or more job assignments, the number of hours worked for all such job assignments must be combined for purposes of these rules.
- C. Overtime and compensatory time off is based on actual hours worked. Sick leave, vacation leave, compensatory time off, or any other paid and unpaid leaves of absence, will not be considered hours worked for purposes of calculating overtime or compensatory time off.
- D. Subject to the Department Head or supervisor's approval, compensatory time instead of overtime may be allowed for regular full-time non-exempt employees, which works in excess of forty (40) hours in a workweek.

2.05 Exempt Employees.

- A. Exempt employees under the Fair Labor Standards Act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.
- B. Full-time exempt (salaried) employees are normally expected to work an average of forty (40) hours per workweek. Exempt employees may be required to attend regular or special meetings, or events, to perform other services outside of regular working hours. In return for these services, these employees may take time off when the workload of the office permits. It is not the intent of this provision to allow time off on an hour for hour basis, which means that exempt employees shall take no more than one (1) full day off consecutively for hours worked in excess of forty (40) hours for work outside of normal working hours, not to exceed four (4) calendar days in a calendar year. All full-time exempt salaried employees shall have their benefits calculated based on a forty (40) hour workweek. Under no circumstances will compensation be paid for any additional time upon separation, termination, resignation or any other departure for any exempt salaried employee. Any violations of this policy shall be reported to the Personnel Director for appropriate disciplinary action, up to and including termination.
Exceptions to this policy shall include Park Managers of Petenwell and Castle Rock Park, and law enforcement exempt employees. Although the intent is not to allow time off on an hour for hour basis, additional compensatory time may be granted for hours worked in excess of forty (40) hours per work week, at the discretion of the Department Head.

2.06 Use of Compensatory Time.

- A. The Department Head or supervisor prior to the employee taking the compensatory time shall approve the hours that the employee plans to be absent from work.
- B. Compensatory time will accrue in not less than fifteen (15) minute increments.
- C. The employee may receive compensatory time off equal to one and one-half (1½) times the number of hours worked, in lieu of cash payment for overtime.
- D. Compensatory time may not be used prior to the actual earning of the compensatory time.
- E. Compensatory time may be accumulated, not to exceed one hundred hours (100), any hours in excess shall be paid out. It is the Department Head's responsibility to monitor and pay out employees for any excess hours. All compensatory time earned shall be used by the December 15th or paid out by the last payroll period of each year for all employees.
- F. Compensatory time may never be used in such a manner as to constitute an opportunity to be absent from work for longer than one (1) continuous workweek.

2.07 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall only transfer two (2) working days of compensatory time to the new position. The

remaining balance of accumulated compensatory time shall be paid out, by the Department the employee is moving from, at the employee's rate of pay prior to the transfer, promotion, or reassignment.

2.08 Reimbursement for Travel Time. Federal Law applies to compensation for travel time required of FLSA non-exempt employees. For same-day out of town travel, any FLSA non-exempt employee who is required to travel during hours that are in addition to the normal workday shall be paid overtime for those hours. If the travel is overnight, then a FLSA non-exempt employee is eligible for overtime for hours that are in addition to the normal workday only if he drives an automobile to the conference. In no instance shall an employee be paid to travel to the employer's work site if it is the first stop of the day. In this case the employee begins being paid once the employee arrives at work.

SECTION 3 - TIMECARDS

3.01 Exempt employees under the Fair Labor Standards act will not be required to use the time clock. Exempt employees are required to submit a timecard, with the hours written down indicating the hours to be paid and actual hours worked, and any paid leaves of absence.

3.02 Non-exempt employees are required to use the time clock to record hours worked each day. Each non-exempt employee shall file an accurate timecard, with the listing actual hours worked, vacation, floating holiday, bereavement, sick time, or any other paid leave of absence used, as required by the Federal Fair Labor Standards Act. Willful falsification of a timecard by an employee is grounds for discharge. Unintentional filing of an inaccurate timecard is grounds for discipline.

3.03 If an employee cannot punch his/her card, then the time may be written in and initialed by his/her department head. However, employees will not punch timecards for other employees. Employees punching for other employees will first be given a warning. A second offense will result in termination. If, by accident, an employee punches another employee's card, than the mistake must be initialed and approved by the Department Head.

3.04 Each employee shall sign their timecard verifying that the time documented is accurate and correct. It is the responsibility of the Department Head or his designee to also sign the timecard indicating he has reviewed the information and agrees the employee is paid as provided by the information on the timecard. Timecards for all employees are to be to the Administrative Coordinator/Director of Finance Office prior to 9:00 a.m. on Monday the week payroll is being processed.

3.05 Department Heads are required to sign their own timecard verifying that the time documented is accurate and correct. No other signatures will be required of a Department Head's timecard.

3.06 Employees are not allowed to commence work prior to the established starting time or continue to work beyond the established stopping time, without the prior authorization of their Department Head. Doing so may result in discipline for the employee.

3.07 The County utilizes the policy established by the U.S. Department of Labor regarding rounding practices for recording of paid time. Minor differences between clock records and actual hours worked cannot ordinarily be avoided, but major discrepancies should be discouraged since they raise doubt as to the accuracy of the records of hours actually worked. Therefore, pursuant to the rounding practices provision of the Fair Labor Standards Act, starting time and stopping time to the nearest quarter hour is permitted. For example, when an employee punches in and commences work eight (8) minutes after their regular starting time, the starting time will be recorded to the nearest quarter hour (i.e. the employee punches in at 8:08 a.m. and is treated as having punched in at 8:15 a.m.). However, an employee who punches in and commences work prior to 8:08 a.m. is treated as having started work at the nearest quarter hour, i.e. 8:00 a.m. The same applies to an employee who works late and punches out at 4:38 p.m. the employee is treated as having worked to the nearest quarter hour, i.e. 4:45 p.m. However, an employee who works until 4:37 p.m. and punches out at that time is treated as having worked until 4:30 p.m.

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Presumably, this arrangement averages out so that employees are fully compensated for all the time they actually work. For enforcement purposes the rounding rule of computing working time will be accepted, provided that it is used in such a manner that it will not result, over a period of time, in failure to compensate the employees properly for all time the employee has actually worked.

3.08 Employees who are absent from work due to approved FMLA or Workman's Compensation leave shall indicate the type of leave on their timecard, whether it be for paid or unpaid leave. In the event the time is due to workman's compensation, the employee should include the date of injury.

SECTION 4 - PAY CHECKS

4.01 Pay Schedule. Employees shall receive payroll, via direct deposit, on every other Friday. If a payday falls on a holiday, the employee will receive their payroll on the day prior to the holiday. Pay stubs shall be available for Highway employees by Thursday afternoon, prior to a scheduled Friday payday.

SECTION 5 - RECLASSIFICATION

5.01 The reclassification of an employee is the reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.

- A. A Department Head or non-represented employee may request a classification review from May 1st to May 31st each year.
- B. Employees requesting reclassification shall submit the request to their Department Head in writing along with a Job Description Questionnaire (JDQ) and recommended job description.
- C. A reclassification request by a Union employee shall be processed according to the collective bargaining agreement.
- D. All recommended employee reclassifications shall be submitted by the Department Head to the Personnel Director using the Justification For Upgrades Form. The Personnel Director may forward it to the consulting firm and then to the Executive Committee. Actions by the Executive Committee shall be forwarded to the Department Head in writing by the Personnel Director within sixty (60) days of the request. Any changes shall take effect January 1st of the year following the reclassification, unless changed by the Executive Committee any emergency reclassifications deemed necessary by the Personnel Director will be considered by the Executive Committee. *(A step increase will not be given to any reclassified position until the following year.)(adopted 5/18/2010)*
- E. When reclassified to a lower position, an employee's pay shall be changed to the rate of pay in the new salary range, which is closest to the current step without providing a decrease in pay. If the current rate of pay exceeds the maximum rate in the new salary range, the employee shall be red-circled.

SECTION 6 – ORIENTATION PERIOD

6.01 An employee is required to serve a sixty (60) day orientation period to get acquainted with the new job duties. If, during this period, either the Department Head, or Personnel Director or the employee believes the status change is not suitable, the employee may return or will be returned to the position formerly held. If the position has been filled or eliminated the employee shall be placed on lay-off status.

CHAPTER FIVE: BENEFITS

SECTION 1 - FRINGE BENEFITS

1.01 Fringe benefits participation is generally available to employees working an average of eighty five (85) hours or more per month per year. Union contract provisions governing union employees may differ from those eligibility standards and County contribution levels. Limited Term Employees (LTE) are covered under FICA, Unemployment Compensation, Workers' Compensation and Wisconsin Retirement, if they qualify. It is the employee's responsibility to notify the Personnel Director who will forward a copy to the Administrative Coordinator/Director of Finance Office within two (2) calendar weeks of all changes in address, marital status or if there has been a change in a dependents status that may affect any of the benefits offered by the County. Any of the benefits listed in the Personnel and General Administrative Policies are subject to change anytime at the County's discretion.

SECTION 2 - HEALTH INSURANCE

2.01 Regular full-time or part-time employees, and seasonal full-time employees, working an average of least eighty five (85) hours per month per year shall be eligible for health insurance coverage. On-call, seasonal part-time and LTE employees are not eligible for health insurance coverage.

- A. Any employee that participates in the County insurance shall take single insurance if they are the only person covered on the plan, and shall take family insurance if a spouse, dependent or both will be covered under the plan. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment.
- B. In the event of a layoff, the health insurance can be continued until the end of the month following the month in which the layoff occurs. By law, health insurance will be continued for leaves of absence under the Family and Medical Leave Act.
- C. Upon the termination of County employment, health insurance coverage for employees with family or single coverage plans will be provided as required by law, under the Consolidated Omnibus Budget Reconciliation Act (COBRA).
- D. An employee who retires after ten (10) or more years of full-time employment with the County may remain in the group provided the retired employee pays the full premium in advance for the applicable coverage. Coverage for retirees or retirees' spouses who are over sixty five (65) years of age will be offered supplemental coverage designed to supplement federal Medicare benefits. These ages shall be changed to reflect any future amendments to the Federal laws governing the Social Security Administration.
- E. A spouse of a retired employee shall be eligible, subject to carrier approval and conditions, to purchase health insurance provided to current employees, relative to the unit last employing such retiree, as long as the spouse pays the premiums and any other associated costs so that there is no cost to the County, until the spouse becomes eligible for Medicare. However, should such retiree decease prior to the spouse attaining Medicare eligibility, the spouse shall be permitted the option to purchase County health insurance as required by State and Federal Law.

SECTION 3 - DENTAL AND VISION INSURANCE

3.01 The County offers both dental and vision insurance to employees. This is voluntary coverage and is paid one hundred percent (100%) by the employee. The County shall make no contributions to this coverage. Enrollment forms and coverage information is available in the Administrative Coordinator/Director of Finance office. New employees are eligible for enrollment at the start of their employment with the County. Insurance coverage shall be effective the first (1st) day of the month following one (1) complete month of employment. Existing employees may add or terminate coverage

only during the open enrollment period in December of each year. Notification will be provided to employee of the open enrollment period by payroll check insert.

SECTION 4 - LIFE INSURANCE

4.01 All employees who are eligible to participate in health insurance are also eligible to participate in the basic group life insurance and accidental death and dismemberment plan sponsored by the County. The County will pay one hundred percent (100%) of the premium for an employee to have a \$5000 life insurance policy. This is available for the employee only, no dependent or spouse coverage is offered on this plan.

4.02 The County also has a group life insurance plan available from Employee Trust Funds (ETF) for State and Local Governments pursuant with Chapter 40, Wisconsin Statutes. Once you have been an active member of the Wisconsin Retirement System (WRS) for at least six (6) months, you may enroll in the group life insurance program. There are four (4) coverage options, which include: Basic Plan, Supplemental Plan, Additional Plan, and Spouse and Dependent Plan.

4.03 The County offers a traditional whole life insurance plan to employees that work 20 hours or more per week as well as their spouses, dependent children and grandchildren. The plan is offered by Boston Mutual Life Insurance Company and the premium is paid 100% by the employee and is offered via a payroll deduction.

SECTION 5 - FLEX BENEFITS PLAN

5.01 Section 125 of the Internal Revenue Code (IRC), which authorizes Flexible Benefits Plans, allows employees to convert a taxable cash benefit (salary) into non-taxable benefits after they have been employed for thirty (30) days. Employees are eligible to enroll in the flexible benefits plan if they work a minimum of eighty five (85) hours per month per year. Under a Flexible Benefits Plan, an employee may choose to pay for certain qualified medical expenses before taxes are deducted from his paycheck. The below options are all voluntary and employees do not have to participate in the Flexible Benefits Plan. Employee may participate in none, one (1), two (2), or all three (3) of the plan options available. Any wages contributed to these plans are tax-free. Any wages contributed will decrease and employee's State, Federal and Social Security wages, in return the employee does not have to pay State, Federal, Medicare or FICA taxes on the contributions.

5.02 This plan is subject to change according to IRS changes.

SECTION 6 - RETIREMENT BENEFITS

6.01 Wisconsin Retirement System (WRS). An employee's eligibility and coverage is controlled by the regulations of the Wisconsin Retirement Fund and the applicable statutes.

SECTION 7 - DEFERRED COMPENSATION

7.01 Deferred Compensation is a program that permits an employee, through payroll deduction, to defer a portion of his salary on a regular basis that will be invested in a tax deferred retirement savings account. This program is voluntary and the employee pays one hundred percent (100%) of the contributions. The County will make no contributions to these accounts. The County has made available two (2) programs for employees to participate.

Enrollment forms are available in the Administrative Coordinator/Director of Finance Office or you can go to the above websites to enroll.

SECTION 8 - SOCIAL SECURITY

8.01 All employees shall contribute to the Social Security Fund as required by Federal Law. Social Security contributions are at matching employee-employer rates and rates are subject to change.

SECTION 9 - EMPLOYEE ASSISTANCE PROGRAM (EAP)

9.01 The County recognizes that a wide range of problems not directly associated with an employee's job function can have an impact on an employee's job performance. In many instances the employee will overcome these problems on their own or with supervisory assistance. When this is not the case, the County believes it is in the best interests of the employee, his family and the County to make available a service to deal with the problems of alcohol or drug abuse, personal problems, and marriage or family problems, to assist the employee in resolving the problem and restoring satisfactory job performance. This section does not govern drug or alcohol testing, or follow-up treatment or counseling, required by other programs such as those governing employees holding commercial driver's licenses.

9.02 The decision to seek assistance under the EAP is the responsibility of the individual employee. Department Heads may refer employees to EAP because of job performance problems as part of a recommendation to rectify the problem. In the case of a Department Head, the Personnel Director would make a referral to the EAP.

9.03 Employees or their families' participation in the EAP is voluntary. An employee or a family member of an employee who wishes to take advantage of this program should contact the EAP Provider.

9.04 Confidential and private handling of an employee's personal information associated with EAP will be honored in accordance with law. No one will be made aware of the employee's participation in the EAP unless authorized in writing by the employee. Private discussions an employee has with the EAP staff will not be disclosed to anyone, except when failure to disclose would likely result in an imminent threat of serious bodily harm to an employee or another person.

SECTION 10 - WORKERS' COMPENSATION

10.01 Any employee who is absent from work due to work-related illness or injury, which absence is of sufficient duration to result in payment of Workers' Compensation, shall be paid per Wisconsin State Statutes.

SECTION 11 - COBRA AND HIPAA COMPLIANCE

11.01 The County shall remain compliant, as required by law, with the Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Health Insurance Portability and Accountability Act (HIPAA).

CHAPTER SIX: LEAVES OF ABSENCE

SECTION 1 - VACATION

1.01 This vacation schedule applies to all non-represented employees.

- Vacation accruals begin on the day of hire for all eligible employees.
- The maximum amount of accrued vacation hours in an employee's bank at any one time may not exceed 200 hours.
- Every employee must use 80 hours of vacation a year.
- Every employee must use one consecutive block of 40 hours.
- Regular part-time employees shall be eligible for paid vacation according to the following accrual schedule on all hours worked up to 80 hours in a two week pay period.

Years of Service	Prorated Vacation Hours per Year	Vacation accrued per work hour
0-6	80 Hours	.0384 hrs
7-12	120 Hours	.0577 hrs
13-19	160 Hours	.0769 hrs
20+	200 Hours	.0962 hrs

- Full-time employees shall accrue vacation based on the following schedule:

Years of Service	Vacation accrued per Year	Vacation accrued per pay period
0-6	80 Hours	3.077 hrs
7-12	120 Hours	4.616 hrs
13-19	160 Hours	6.154 hrs
20+	200 Hours	7.693 hrs

- Newly appointed, non-represented employees with seven (7) or more years of qualifying experience may be placed at the 120 hour level. Qualifying experience to be determined by the Personnel Director.

1.02 The 160 hour rate does not take effect until 13 years of service with Adams County.

1.03 Vacation time will be accrued and be available for use on a bi-weekly basis. Vacation may not be taken without prior approval of the Department Head or their designee.

1.04 An employee who moves from one position to another in the County by transfer, promotion or reassignment shall be credited with accumulated vacation leave in the new position.

1.05 Employees whose employment terminates as a result of resignation (where such employees have given the employer a minimum of ten (10) working days advance notice of resignation) layoff, death or retirement shall be paid for unused earned vacation. In case of death of an employee, it shall be paid to the immediate survivor, or if no immediate survivor, to the estate of the employee.

SECTION 2 - HOLIDAYS AND FLOATING HOLIDAYS

2.01 **Holidays.** Each regular full-time employee shall be granted the following holidays off with pay:

- A. New Year's Day
- B. Friday before Easter - Spring Break Holiday
- C. Memorial Day
- D. Independence Day
- E. Labor Day

- F. Thanksgiving Day.
- G. Day after Thanksgiving (except Highway Department employees)
- H. The last workday immediately preceding Christmas
- I. Christmas Day
- J. Any other holiday granted to a union employee by union collective bargaining agreement.

2.02 If a holiday falls on Saturday, the preceding Friday is considered the holiday. If a holiday falls on Sunday, the following Monday is considered the holiday. In order to qualify for holiday pay, the employee must work the last regularly assigned work day before and the first regularly assigned work day after the given holiday, unless off due to an excused absence.

2.03 Floating Holiday. In addition to holidays, one (1) floating holiday shall be granted to all employees who have been employed by the County for three (3) or more years, on January 1st, following the third (3rd) year of employment. The floating holiday must be used during the calendar year in which it is earned or it shall be considered waived by the employee. There is no cash payout for the floating holiday upon termination.

SECTION 3 - SICK LEAVE

3.01 Accumulation. All full-time employees shall earn one (1) day per month and accumulate up to twelve (12) days of sick leave per calendar year. Regular part-time non-union employees shall be pro-rated based upon the average number of hours in the employee's workweek. Total maximum accumulation of sick leave is one hundred eight (108) workdays. A day shall mean the number of hours in the employee's workday. All sick leave days shall be computed on the whole basis per the following formula depending on the date of hire:

- A. On or before the 16th - First (1st) day of month hired.
- B. On the 17th or after - First (1st) day of following month hired.

3.02 Sick leave shall be construed as a form of insurance against a loss of income during a short-term illness rather than a free leave. Sick leave does not permit an employee the right to a certain number of days off each year with pay as does vacation or holiday pay. Accrued sick leave may be used for:

- A. Personal illness
- B. Bodily injuries
- C. Maternity or paternity
- D. Medical, dental, or optical appointments
- E. Attendance for the care of immediate family. Immediate family includes mother, father, spouse, son or daughter, including stepparents and stepchildren, and grandparents.
- F. Leaves shall be taken as provided by the Federal Family and Medical Leave Act and Wisconsin Family Leave Act. Contact the Personnel Director for more information.

3.03 To use sick leave, employees should give the Department Head three (3) working days advance notice of appointments. Except when emergency conditions prevail, an employee must give notice to their Department Head or supervisor prior to the start of the employee's shift on the first (1st) day of absence, if possible to do so. If not possible to give prior notice, then notice shall be given as soon as practical.

3.04 Eligibility.

- A. Sick leave benefits shall begin with the first (1st) day of absence. Sick leave shall only be used if there is a minimum of one (1) hour of work missed and can only be used if the employee was scheduled to be at work.
- B. For employees claiming sick leave of more than three (3) days, the County shall require a doctor's certification of the employee's illness.
- C. Employees may be allowed to use sick leave if they become ill while on vacation. However,

a doctor's certificate to support this illness shall be required without request by the County.

3.05 An employee who moves from one (1) position to another in the County by transfer, promotion, or reassignment shall be credited with accumulated sick leave credits in the new position.

3.06 Upon layoff, retirement, resignation, or death (providing the retiring or resigning employee has given the County a minimum of ten (10) working days advance notice of such resignation), an employee shall receive, as a severance bonus, fifty percent (50%) of the sick leave accumulation he/she has in cash payout, not to exceed thirty (30) work days. Employees having fifteen (15) or more years of service with the County shall receive as their severance bonus payment of seventy five percent (75%) of the sick leave days he/she has accumulated, not to exceed sixty seven (67) workdays. If an employee fails to give a minimum of ten (10) working days advance notice of resignation, they shall receive no pay out of accrued sick leave.

SECTION 4 - PERSONAL LEAVE

4.01 An Application for Leave of Absence Form for all personal leaves shall be completed and sent to the Personnel Director to be placed in the medical or personnel file.

4.02 A full-time employee who is to be absent from his employment for any reason not otherwise provided for, must make application for non-paid leave of absence. The Department Head may grant a leave of five (5) consecutive workdays or less without further authorization. The Department Head shall discuss leaves of absence for more than five (5) consecutive workdays with the Personnel Director and the two shall agree on any acceptations. All leaves of absence shall be without pay under this Section, and shall be granted only after all other paid leave has been used. If a personal emergency occurs during the workday, employees shall make a reasonable attempt to contact their Department Head or supervisor before leaving work. If the Department Head or supervisor is not available, the employee shall notify the Personnel Director.

4.03 If an employee is in an unpaid status for more than fifteen (15) days, and desires to continue health insurance coverage during the leave, the employee shall pay the premium in advance of the leave to the payroll clerk. There shall be no loss of seniority, but benefits do not accrue during the leave.

4.04 Any personal leave meeting the requirements of the Wisconsin or Federal Family and Medical Leave Acts shall be counted as family and medical leave time under these statutes.

SECTION 5 - UNEMPLOYMENT COMPENSATION

5.01 Employees are eligible for unemployment compensation benefits in accordance with the laws of the State of Wisconsin. All unemployment compensation information shall be provided by the Personnel Director.

SECTION 6 - FAMILY AND MEDICAL LEAVE

6.01 Family and medical leaves are available to employees as specified below or as may be provided under other existing policies or agreements. The intent of this policy is to comply with both the Wisconsin and Federal Family and Medical Leave Acts. Should this policy conflict in any way with the applicable federal and state statutes or regulations, then the statutes or regulations shall control.

6.02 General Requirements.

A. Eligibility and Length of Leave: Family & Medical Leave refers to unpaid family, care-taking and medical leave for eligible employees. Eligible employees may be able to take unpaid family, care-taking or medical leave under Federal and/or State law.

1 Wisconsin law allows employees who have worked at least 1,000 hours in the past 52 weeks to
2 take leave in a calendar year.

- 3 1. Up to 6 weeks of family leave during any 12 month period for the birth or adoption of a
4 child. This leave must begin and end within 16 weeks of the birth or adoption of a child.
- 5 2. Up to 2 weeks of family leave during any 12 month period to care for a child, spouse,
6 domestic partner, parent, or parent of a domestic partner suffering from a serious health
7 condition.
- 8 3. Up to 2 weeks of medical leave during any 12 month period for an employee to care for
9 his/her own serious health condition.

10 Federal law allows employees who have worked at least 1,250 hours and 12 months to take up to 12
11 weeks of leave in a year, which is calculated in one of four ways prescribed by federal law, for one or
12 more of the following reasons:

- 13 1. Family leave for the birth of an employee's child or because of the placement of a child
14 with the employee for adoption or foster care.
- 15 2. Family leave to care for a child, spouse or parent suffering from a serious health
16 condition.
- 17 3. Medical leave for an employee to care for their own serious health condition.
- 18 4. Due to any qualifying exigency arising out of the fact that a covered military member is
19 on active duty or called to active duty status in support of a contingency operation.

20 B. Time Allowed: Time allowed under County policies and agreements and also under Federal
21 and State Statutes is to be used concurrently and not consecutively. For example, County
22 sick leave used for the birth of a child also qualifies as birth or placement leave under the
23 state and federal laws and, therefore, is also deducted from an employee's leave entitlement
24 under the state and federal laws.

25 C. Definitions:

- 26 1. "Serious health condition" is defined as a disabling physical or mental illness, injury,
27 impairment, or condition involving any of the following:
 - 28 a. Inpatient care in a hospital, nursing home, hospice, or residential medical facility.
 - 29 b. Outpatient care that requires continuing treatment or supervision by a health care
30 provider.
- 31 2. A "qualifying exigency" is defined as the following:
 - 32 a. Short-notice deployment.
 - 33 b. Military events and related activities.
 - 34 c. Childcare and school activities.
 - 35 d. Financial and legal arrangements.
 - 36 e. Counseling.
 - 37 f. Rest and recuperation.
 - 38 g. Post-deployment activities.
 - 39 h. Additional activities not encompassed by any of the above, but agreed to by the
40 employer and employee.
- 41 3. A "covered military member" means the employee's spouse, son, daughter, or parent on
42 active duty or called to active duty status.
- 43 4. A "domestic partner" means either of the following:
 - 44 a. "Registered domestic partners" are two individuals who have registered their
45 domestic partnership with the Register of Deeds in their county of residence and meet
46 the following criteria:
 - 47 1. The individuals must be at least 18 years of age and capable of consenting to a
48 domestic partnership;
 - 49 2. Neither individual in the domestic partnership may be married to, or in a domestic
50 partnership with, another individual;
 - 51 3. The individuals must share a residence;
 - 52 4. The individuals must not be more closely related than second cousins; and
 - 53 5. The individuals must be of the same gender.

- b. "Nonregistered domestic partners" are two individuals, whether the same or opposite genders, who have not registered their domestic partnership and meet the following criteria:
1. The individuals must be at least 18 years of age and capable of consenting to a domestic partnership;
 2. Neither individual in the domestic partnership may be married to, or in a domestic partnership with, another individual;
 3. The individuals must share a residence;
 4. The individuals must not be related by blood in a way that would prohibit marriage under Wis. Stat. § 765.03;
 5. The individuals must consider themselves to be members of each other's immediate family; and
 6. The individuals must agree to be responsible for each other's basic living requirements.
5. "Week" means five eight hour work days of leave for purposes of calculating intermittent or partial leave.
6. For each work day or work week in which an employee works fewer than the regularly scheduled hours by using intermittent or partial leave, the specific amount taken will be deducted for purposes of computing leave taken and leave remaining.
7. "In loco parentis" means having day-to-day responsibilities to care for and financially support a child with whom one has no biological or legal relationship.
8. Calendar year refers to the months of January through December.

6.03 Birth or Placement Leave.

- A. Unpaid birth or placement leave may be used within 16 weeks before, or within 12 months following the birth of the employee's natural child, the placement of a child with the employee for adoption, or the placement of a child with the employee for 24-hour foster care that is made by or with agreement of a licensed child welfare agency or County Social Services/Human Services Department.
- B. In a calendar year, no employee may take more than 12 weeks of birth or placement leave. In addition, no more than 12 weeks leave can be taken for the birth of any one child. If both the mother and father of a child are employed by the County, they are entitled only to a combined total leave of 12 weeks.
- C. An employee may substitute a maximum of six weeks accrued paid sick leave or other accrued leave for the first six of the otherwise unpaid 12 week period, provided the first six weeks occur within a period of 16 weeks before to 16 weeks after the birth or placement. After the first six weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period. No substitution of accrued paid sick leave is permitted for foster care placement.
- D. An employee must submit a written request for birth or placement leave not less than 30 days before the leave is to commence and must schedule the leave after reasonably considering the County's needs. If the date of the birth, adoption or foster care placement requires leave to begin sooner, the employee shall provide notice as soon as possible. The employee shall identify if and what type of paid accrued leave the employee intends to substitute as provided under the law. All of the notification requirements are included on the Medical Certification form available from the Personnel Department.
- E. For the first six weeks, an employee may take birth or placement leave as an intermittent or partial absence in employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of intermittent or partial absences no less than two weeks before the schedule of absences is to begin. The schedule must be sufficiently explicit so that the County is able to schedule

replacement employees, if necessary, to cover the absences. Intermittent or partial leave must conclude within sixteen weeks following the birth, adoption or foster placement of a child. The remaining period of up to six weeks must be taken in a single block, but exceptions may be granted.

F. The employee must provide medical certification as required in (6.06) below.

6.04 Family Illness Leave.

A. Unpaid family illness leave may be used to care for an individual, who has a serious health condition and is the employee's:

1. Spouse
2. Biological, adopted or foster child
3. Child for which the employee stands "in loco parentis"
4. Biological parent or parent who stood "in loco parentis" to employee
5. Spouse's parent
6. Domestic partner
7. Domestic partner's parent

B. In a calendar year, no employee may take more than 12 weeks of family illness leave for the employee's spouse, child or parents. A maximum of two weeks of family illness leave may be taken for a spouse's parent, domestic partner or a domestic partner's parent.

C. An employee may substitute a maximum of two weeks accrued paid sick leave or other accrued leave for the first two weeks of the otherwise unpaid 12 week leave period. After the first two weeks, county policy requires that any paid vacation, floating holiday or compensatory leave time be used prior to unpaid leave for part or all of the remaining leave period.

D. An employee must consider the needs of the County when scheduling family illness leave. If an employee intends to use family illness leave for planned medical treatment or supervision of a family member, as defined above, the employee must do the following:

1. Give the County two weeks advance written notice of the intent to take such leave, the reason for the leave, and the planned dates of the leave. This requirement may be waived in emergency situations. The employee shall also identify if and what type of paid accrued time the employee intends to substitute as provided under the law.
2. Schedule medical treatment or supervision so that it does not unduly disrupt the County's operations. Provide the County with a proposed schedule for the leave with reasonable promptness after the employee learns of the probable necessity of the leave. The schedule must be sufficiently explicit so that the County can schedule replacement employees, if necessary.
3. Provide the required medical certification as required in, (6.06) below.

E. When medically necessary, an employee may take family illness leave as an intermittent or partial absence from employment in increments of no less than one-half hour, or as allowed by union agreement. An employee who does so shall schedule the intermittent or partial absence so it does not unduly disrupt the County's operations. To comply with this requirement, an employee must provide the County, in writing, with the proposed schedule of absences with reasonable promptness after the employee learns of the probable necessity of such leave.

6.05 Employee Medical Leave.

A. Unpaid medical leave may be used by an employee who has a serious health condition which makes the employee unable to perform his or her job duties. An employee may choose that any paid accrued leave be substituted for part or all of the otherwise unpaid 12 weeks leave. After the first two weeks, the County requires that any paid vacation, floating holiday or compensatory time be used prior to unpaid leave for part or all of the remaining unpaid leave. No employee may take more than 12 weeks of unpaid medical leave in a calendar year.

- 1 B. An employee may schedule medical leave as medically necessary. If an employee intends
2 to use the medical leave for a planned medical treatment or supervision, the employee
3 must:
4 1. Give the County two weeks written advance notice of the intent to take a leave, the
5 reason for the leave, and the planned dates of leave. This requirement may be waived
6 in emergency situations. The employee shall also identify if and what type of paid
7 accrued leave the employee intends to substitute as provided under the law.
8 2. Schedule the medical treatment or supervision so that it does not unduly disrupt the
9 County's operations. Provide the County with a proposed schedule for the leave with
10 reasonable promptness after the employee learns of the probable necessity of the leave.
11 The schedule must be sufficiently explicit so that the County can schedule replacement
12 employees, if necessary.
13 3. Provide the required medical certification as required in (6.06) below.
14 C. When medically necessary, an employee may take employee medical leave as intermittent
15 or partial absences from employment in increments of no less than one-half hour, or as
16 allowed by union agreement. An employee who does so shall schedule the intermittent or
17 partial absence so that it does not unduly disrupt the County's operations. To comply with
18 this requirement, an employee must provide the County, in writing, with the employee's
19 proposed schedule of intermittent or partial absences with reasonable promptness after the
20 employee learns of the probable necessity of such leave.
21

22 6.06 Medical Certification.

- 23 A. If an employee requests leave under this policy, the employee must obtain a Medical
24 Certification form from the Personnel Department. This form must be completed by the
25 employee and the health care provider treating the family member or employee. In the case
26 of placement for adoption or foster care, a copy of the legal documentation attached to the
27 Medical Certification form will substitute for the health care provider's certification.
28 B. If requirements for certification are not completed, the County may deny the leave. The
29 County may request a second health care provider's opinion and/or periodic recertification
30 at the County's expense.
31

32 6.07 Insurance and Benefits.

- 33 A. While an employee is on approved paid leave, benefits continue as if the employee
34 remained at work. While an employee is on approved unpaid leave, the County will
35 maintain group health insurance under the conditions that applied before the leave began,
36 and the employee will make arrangements to pay the employee's portion of the health
37 insurance premium and the full premium for life and dental insurance during the term of the
38 unpaid leave. The County's obligation to maintain health insurance benefits will terminate
39 if and when an employee informs the County of an intent not to return to work at the end of
40 the leave period, if the employee fails to return to work when leave entitlement is depleted,
41 or if the employee fails to make any required payments while on leave.
42 B. If the employee does not return to work after the leave entitlement has been exhausted, the
43 County has the right to recover the health insurance premiums paid on behalf of the
44 employee during a period of unpaid leave. An employee must return to work for at least
45 thirty calendar days in order to be considered to have "returned" to work.
46

47 6.08 Return from Leave.

- 48 A. An employee returning from employee medical leave is required to obtain medical
49 certification from the health care provider that the employee is able to resume work.
50 B. An employee returning from leave as provided under this policy can return to his or her
51 prior position if vacant at the time the employee returns to work. If the position is no
52 longer vacant, the employee shall be offered an equivalent position with equivalent
53 benefits, pay, and other terms and conditions of employment.

- C. An employee may return to work prior to the scheduled end of the leave. The employee shall be returned to his or her prior position or an equivalent position within a reasonable time after the request to return to work early is made.

6.09 Interpretation. Any questions regarding Family and Medical Leave use and/or interpretation should be directed to the Human Resources Department for clarification.

SECTION 7 - MILITARY CAREGIVER LEAVE

Federal law allows eligible employees who are family members of covered service members to take up to 26 workweeks of leave in a single 12-month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

"Family members of a covered service member" include the spouse, son, daughter, or parent, or next of kin of a covered service member. A "son or daughter of a covered service member" means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. A "parent of a covered service member" means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents "in law." The "next of kin of a covered service member" is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member.

A "covered service member" is defined as a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered service member and ends 12 months after that date, regardless of the method used by the employer to determine the employee's 12 workweeks of leave entitlement for other FMLA-qualifying reasons. If an eligible employee does not take all of his or her 26 workweeks of leave entitlement to care for a covered service member during this "single 12-month period," the remaining part of his or her 26 workweeks of leave entitlement to care for the covered service member is forfeited. A "serious injury or illness" means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the "single 12-month period," provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee's own serious health condition; or because of a qualifying exigency. Thus, for example, an eligible employee may, during the "single 12-month period," take 16 weeks of FMLA leave to care for a covered service member and 10 weeks of FMLA leave to care for a newborn child. However, the employee may not take more than 12 weeks of FMLA leave to care for the newborn child during the "single 12-month period," even if the employee takes fewer than 14 weeks of FMLA leave to care for a covered service member.

SECTION 8 - RETURN TO WORK PROGRAM

8.01 The Return to Work Program provides for the early return to work for employees who suffer an illness or injury that prevents them from performing their normal duties. It is in the best interest of both the employee and the County that the return to work be arranged as soon as possible. Prior to the employee returning, the County Job Assessment Form shall be completed by the Department Head and the County Return to Work Form needs to be completed by the employee's attending physician. These forms are available in the Personnel Department and shall be returned to the Personnel Director upon completion. This program offers an employee the opportunity to return to work within their medical restrictions, as identified by the employee's attending physician on the Job Assessment Form. The Personnel Director, along with the employee's Department Head, shall determine work availability. Transitional work assignments will be reviewed within the employee's Department and if nothing is available or appropriate, other Departments may be considered, on a case-by-case basis. The Personnel Director shall coordinate with other Departments to identify projects, tasks and the physical requirements of each that could be performed by the employee.

SECTION 9 - BEREAVEMENT LEAVE

9.01 In the event of a death in the immediate family or your spouse's immediate family of a regular full-time or regular part-time employee, including probationary employees, such employee will be paid for the time off necessary to make arrangements for the funeral or to attend a funeral as provided in this Section. An employee may be required to furnish verification providing the basis for the leave. All bereavement leave shall be taken within a week of the funeral.

- A. Five (5) consecutive workdays for employee's spouse, parent or children.
- B. Three (3) consecutive workdays for employee's brother, brother-in-law, sister, sister-in-law, mother-in-law, father-in-law, son-in-law, daughter-in-law, stepparent, stepchild, grandparent, grandchild or other members of immediate household.
- C. One (1) workday in the event of the death of another near relative, such as an, uncle, great-uncle, aunt, great-aunt, niece, great-niece, nephew, or great-nephew or if the employee is called upon to be pallbearer or to participate in a military funeral.

9.02 All employees shall receive one-half ($\frac{1}{2}$) day funeral leave with full pay for the funeral of a fellow employee. "Fellow employee" is defined as someone employed in the same department or office as the person taking funeral leave. Department Heads may permit employees, other than fellow employees of deceased County employee, two (2) hours leave to attend the decedent's funeral. Department Heads shall not, however, close their offices during such two (2) hour period unless the decedent worked in conjunction with such department or office on a regular basis.

SECTION 10 - CATASTROPHIC LEAVE

10.01 An employee is eligible to receive catastrophic leave pursuant to this policy in the event of the death of an immediate family member (defined as spouse, child, stepchild, parent or step-parent) or for

serious health conditions of an immediate family member. In an event of an employee's death, the beneficiary may apply for catastrophic leave. To be eligible for the County Catastrophic Leave Program for a serious health condition, the affected employee must also apply and be approved for the Family and Medical Leave Act. In exceptional circumstances an employee may request a waiver of the 1250 hour FMLA requirement for hours worked within the past twelve (12) months.

10.02 Any County employees may donate a maximum of five (5) sick leave days to eligible employees for catastrophic leave. Eligible employees may receive a maximum of forty (40) days in donations of sick leave per occurrence of catastrophic leave eligibility. Regular part-time employees are eligible to donate and receive sick leave, but may not increase any hours or benefits by such use. Temporary employees and LTE employees are not eligible for the program.

10.03 A serious health condition is defined for this Policy to be the same definition as under the Federal Family and Medical Leave Act.

10.04 Employees who wish to apply for Catastrophic Leave shall complete a Catastrophic Leave Application. Once completed, the form shall be submitted to the Personnel Director for approval with notification to the Department Head. Once approved the form will be provided to the Administrative Coordinator/Director of Finance Office, which will make a written announcement or solicitation for donations. The announcement shall be placed on all official county bulletin boards for a period of ten (10) workdays.

10.05 Any employee that wants to donate sick leave must complete a Catastrophic Leave Donation Form. Once completed, the form shall be returned to the Administrative Coordinator/Director of Finance Office. Employee donations of sick leave time must be in whole day increments, cannot exceed five (5) days per donation, and cannot decrease the donor employee's sick leave balance to less than ten (10) days.

10.06 Donated sick leave transfers will be accepted on a first in, first used basis as determined by receipt of the authorization at the Administrative Coordinator/Director of Finance Office. Forms received after the maximum donations have been received will be returned to the donor with an appropriate explanation.

10.07 Donors should be made aware that donated time will be reflected on their official leave balances during the same pay period is actually credited to the recipient's account.

SECTION 11 - MILITARY LEAVE

11.01 Military leaves of absence will be handled according to Federal and/or State laws. Employees on bona fide military leave shall be permitted to utilize accumulated compensatory time for a period of military training up to a maximum of fourteen (14) days per year. The employee shall provide a written copy of his military orders to his Department Head and the Personnel Director, who shall further verify the employee's accrued time status.

SECTION 12 - JURY DUTY LEAVE

12.01 During any period of jury service, the employee will receive pay from the County equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received for jury duty by the employee shall be given to the County Treasurer.

SECTION 13 - SUBPOENA LEAVE

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3 13.01 An employee is given time off with pay when subpoenaed by the County to appear before a court,
4 public body or commission in connection with County business. Any witness fees received, less travel
5 allowance, shall be returned to the County Treasurer.
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SECTION 14 - DEPARTMENT HEAD TIME OFF

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9 14.01 Department Heads who will be out of the area, or are unavailable at their home phone for three
10 (3) or more days, shall contact the Personnel Director, Chair of their Home Committee and the
11 Administrative Coordinator/Director of Finance in writing, or by email, to inform them of the dates the
12 Department Head will be out of the area, the phone number where they can be reached, cell phone or
13 pager number if available, and the name and phone number of the person responsible for the Department
14 in their absence.

CHAPTER SEVEN: EMPLOYEE DISCIPLINE AND DISCHARGE**SECTION 1 - COMMUNICATION AND COMPLAINT**

1.01 All communications and complaints that may result in employee discipline shall be made to the Personnel Director in writing.

SECTION 2 - DISCIPLINE AND DISCHARGE

2.01 **Actions that may result in Discipline or Discharge.** Nothing in this policy is to be construed as establishing a "just cause" standard for discipline of employees. Listed below are examples of behaviors or actions, which, in the absolute discretion of the County, may result in discipline or discharge. The listing provided below is illustrative, and is not intended to be all-inclusive.

- A. Incompetence or inefficiency in the performance of duties;
- B. Any unlawful manufacturing, distributing, dispensing, possessing, having a blood alcohol concentration of above .00, (absolute sobriety) or with a detectable amount of restricted control substance in the workplace. This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to the employee or if authorized by the Department Head for undercover work;
- C. Insubordination or failure to perform duties as instructed;
- D. Willful and intentional refusal to perform work assignment, or to follow orders of supervisor;
- E. Arguing, verbal abuse or assault of a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- F. Intentionally fail or refuse to perform a known mandatory, non-discretionary, administrative duty of his office or employment within the time or in the manner required by law;
- G. Perform an act which he knows is in excess of his lawful authority or which he knows is forbidden by law to do in his official capacity;
- H. Whether by act of commission or omission, exercise a discretionary power in a manner inconsistent with the duties of his office or employment or the rights of others and with intent to obtain a dishonest advantage for himself or another;
- I. Make an entry in an account or record book or return, certificate, report or statement of which in a material respect, he intentionally falsifies;
- J. Carelessness and negligence in the handling or control of County property or theft or the unauthorized appropriation of property for their own use;
- K. Careless or sloppy work resulting in poor quality, or concealing defective work;
- L. Use of offensive or abusive language, discourteous, insulting, abusive or inflammatory conduct toward a County Board Supervisor, Department Head, Supervisor, co-worker, or member of the general public;
- M. Tardy or absent from work without permission or proper notification;
- N. Excessive unscheduled absences or abuse of sick leave privileges;
- O. Soliciting, accepting or offering bribes as prohibited;
- P. Willful falsification of a timecard or records;
- Q. Sleeping during working hours;
- R. Leaving job without permission;
- S. Violation of County or Department Policies;
- T. Engaging in illegal discrimination of the public, employer or fellow employee;
- U. Engaging in harassment as set forth in Chapter 3 of the Personnel and General Administrative Policies;
- V. Unauthorized release of information required to be kept confidential by Federal Law, Wisconsin Statutes, Administrative Rules or Regulations, or by County Policy;
- W. If an employee is a caregiver whose employment is covered by Federal or State Law, or Department of Health and Family Services Rules and required by §48.685 and §50.065, Wisconsin Statutes, then conviction of a serious crime as defined under those laws, will be a

- violation of County policies;
- X. Determination made that the employee has abused or neglected a client or child or to have misappropriated a client's property delineated by Federal Law, Wisconsin Law, or Department of Health and Family Services Rules and as required by §48.685 and 50.065, Wisconsin Statutes;
- Y. Gambling on County property;
- Z. Unavailability for work because of incarceration;
- AA. Fighting or creating a disturbance among co-workers;
- BB. Making false or malicious statements with the intent to harm or destroy the reputation, authority or official standing of an individual or organization; or
- CC. Violating any part of the Code of Ethics.

2.02 Disciplinary Procedure. Discipline shall be applied to all County employees for violation of the Personnel and General Administrative Policies, or other reasonable work standards not specifically defined herein, but only after Department Head consults with the Personnel Director or in their absence the Corporation Counsel. As part of the disciplinary process, the County shall conduct an adequate investigation, prepare a list of potential violations, provide a copy to the employee for comment, and meet with the employee, and his union representative if applicable, to discuss the allegations and the response. While the following sequence of discipline is normally administered, the Personnel Director and Corporation Counsel will exercise the appropriate measure of discipline.

- A. **First (1st) offense - Verbal Reprimand.** The employee will be given a verbal reprimand in private. The Department Head or immediate supervisor shall give the employee the reason for being disciplined and also the manner in which the employee shall correct his problem in the future. A letter shall be given to the Personnel Director and placed in the employee's official personnel file with the signatures of both, the Department Head or immediate supervisor and the employee receiving the reprimand. The letter shall include the date and time of the reprimand, state that this was a verbal reprimand, the reason for the discipline, and include what shall be done to correct the problem in the future.
- B. **Second (2nd) offense - Written Reprimand.** The employee shall be given a written reprimand with a copy given to the Personnel Director to be placed in the employee's official personnel file. The written reprimand shall be signed by the Department Head or immediate supervisor and by the employee who is acknowledging receipt. A copy shall be provided to the employee and this will list the rule or policy broken and a manner to improve performance.
- C. **Third (3rd) offense - Suspension/Demotion.** The employee may be suspended with or without pay, or demoted, by the Department Head, upon prior approval by the Personnel Director and Corporation Counsel. The Personnel Director will send a letter to the suspended or demoted employee, notifying them of the action taken and place a copy of the letter in the employee's personnel file.
- D. **Fourth (4th) or additional, offense - Termination.** The employee may be terminated by the Department Head upon prior approval by the Personnel Director. The Personnel Director shall notify the Chair of the Home Committee of the termination. The Personnel Director will send a letter to the terminated employee notifying them of the action taken and place a copy of the letter in his/her official personnel file. The Personnel Director will inform the Executive Committee of terminations.

2.03 Department Head Discipline. Unless WI Statutes directs otherwise, in situations involving Department Heads, the Personnel Director or the Corporation Counsel shall administer disciplinary procedures as outlined in this section regarding first and second offense or Sec. 59.26 Wisconsin Statutes. The Personnel Director or Corporation Counsel shall address the Home Committee prior to discipline. Upon notification from the Personnel Director of a third and fourth offense disciplinary procedures shall be administered by the Home Committee and then the County Board in consultation with the Personnel Director and Corporation Counsel.

2.04 **Administrative Coordinator/Director of Finance, Personnel Director, and Corporation Counsel Discipline.** Unless otherwise directed by the Wisconsin Statutes, in situations involving the Administrative Coordinator/Director of Finance, the Personnel Director, or the Corporation Counsel, the Executive Committee Chair shall conduct all disciplinary investigations and administer any disciplinary action in consultation with the Executive Committee and County Board.

SECTION 3 – RESIGNATIONS & TERMINATIONS

3.01 **Resignation Notice.**

- A. Employees wishing to resign in good standing shall give written notice to the Department Head not less than ten (10) business days before such resignation shall be effective. The Department Head shall provide written notice of the resignation to the Personnel Director. When a resignation notice is received, it shall be accepted by the Department Head and shall be final unless reversed by the Department Head and the Personnel Director.
- B. Department Heads, supervisors, managers, and professional employees shall give thirty (30) calendar days written resignation notice to the Personnel Director, with a copy to the Administrative Coordinator/Director of Finance and the Home Committee Chair. When a resignation notice is received it shall be accepted by the Personnel Director and shall be final unless reversed by the Home Committee Chair.
- C. Failure to give the minimum notice of resignation listed above shall cause forfeiture of fringe benefits otherwise available to the employee including, but not limited to, accrued vacation, sick leave and floating holidays. If proper notice is given, resignation pay consisting of all accrued vacation and eligible sick leave will be included in the last check of the employee. Unauthorized absence of an employee for three (3) consecutive workdays may be considered a resignation of such employee.

3.02 **Notification of Termination/Resignation.** When notified that an employee is leaving, the Personnel Director shall be responsible for notifying the Administrative Coordinator/Director of Finance Office in writing of the employee's resignation/termination within two (2) work days. The MIS Director shall be notified immediately, in order to remove access to County computers and systems at the appropriate time.

3.03 **Payout.** Employees who resign, retire, or are discharged shall be paid in full by no later than the date on which the employee regularly would have been paid under the County's established payroll schedule. In case of the death of an employee, the full amount of wages due shall be paid to the spouse, children, or other dependent living with such employee at the time of the death.

3.04 **Exit Interview.** An Exit Interview shall be conducted with full-time employees who are separating from County employment regardless of their length of service, position or circumstances of separation. The Personnel Director shall conduct an Exit Interview prior to the time the employee separates from County employment. The Exit Interview is used to gain insight into the effectiveness of County personnel and managerial practices, to determine where policies and procedures are in need of review or revision, and where supervisory or managerial practices need modification or improvement. Employees are requested to complete the Exit Interview Form and return it to the Personnel Director. A summary of comments will be provided to the Department Head and Home Committee.

3.05 **Return of County Property.** Employees leaving County employment shall return all identification card, keys to all County property, all materials and equipment that belongs to the County to the Department Head on or before the last day of work. Failure to return County property may result in prosecution. Any employees transferring from one (1) County Department to another shall return all keys, material, and equipment to the Department Head prior to beginning the new position.

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SECTION 4 - LAYOFFS

4.01 Layoffs. Employees may be laid off by action of the Department Head in conjunction with the Home Committee with the notification to the Personnel Director.

CHAPTER EIGHT: BUDGETING AND ACCOUNTING POLICIES

SECTION 1 - GOVERNMENTAL ACCOUNTING PRINCIPLES

1.01 **Purpose.** Basic accounting concepts and principles as they relate to governmental accounting in general shall be followed by all departments. Adams County is independently audited each year. The County is wholly responsible for the receipt and expenditure of all funds regardless of revenue source (i.e. federal, state, tax levy, donations, grants, etc.).

1.02 **Fund Accounting.** An independent fiscal and accounting entity with a self balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with regulations, restrictions or limitations".

1.03 **Types of Funds.** The following is a description of each major category of funds or account groups used in Adams County.

A. Governmental Funds:

1. **General Fund.** (100) Accounts for resources devoted to financing the general services, such things as general administration, protection of life, property and similar broad services and is primarily funded by county tax levy.
2. **Special Revenue Fund.** (200) Accounts for the proceeds of specific revenues sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.
3. **Debt Service Fund.** (300) Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.
4. **Capital Projects Fund.** (400) Accounts for financial resources to be used for the acquisitions or construction of major capital facilities (other than those financed by proprietary funds or special revenue funds).

B. Proprietary Funds.

1. **Enterprise Fund.** (600-700) The enterprise fund is used to account for operations:
 - a. That are financed and operated in a manner similar to private business enterprises where the intent is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or
 - b. Where the County has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.
2. **Internal Service Fund.** Accounts for the financing of goods or services provided by one department to other departments of the County, or to other governmental entities on a cost reimbursement basis.
3. GASB 34 Rules may require alternate classification for certain reports from governmental accounting standards.

C. Fiduciary Funds.

1. **Trust and Agency Funds.** Accounts for assets held by the County in a fiduciary capacity as trustee, custodian or agent for individuals, other governmental units and non-public organizations.

D. Fixed Assets and Long-term Liabilities Account Groups.

1. **Fixed Assets.** Fixed assets are accounted for in individual funds using object codes in the 900 range. (Account codes #18300 – 18890) All fixed assets are valued at historical cost, or estimated historical cost if actual historical cost is not available. Donated fixed assets are valued at their estimated fair value on the date donated.

GASB 34 requires governmental entities to report all capital assets, including infrastructure, in the government-wide statement of net assets and will also require the reporting of depreciation expense.

2. **Long-term Liabilities.** Long-term liabilities are not records in the general ledger and are only reported in the notes section of the annual audit financial report.

SECTION 2 - ACCOUNTING POLICIES

2.01 Appropriation and Revenue Control Policy. Department Heads are responsible for their respective departments' expenditures and revenues in comparison to the budget. The Administrative Coordinator/Director of Finance will report monthly to the Administrative & Finance Committee all deviations from budgeted line items. The Administrative Coordinator/Director of Finance shall approve over expenditures in expense lines, and shall be notified of any unrealized revenues and report to the Administrative Finance Committee. Budget reviews are used to control appropriations. They are also used to monitor that revenues of the County are realized in a timely manner in accordance with budget expectations.

2.02 Method of Performing Review. Actual accounting expenditures and revenues are compared to the planned budget level to determine problem areas. If a problem exists and the Department Head is required to prepare a written corrective plan to resolve or alleviate the problem. The Administrative Coordinator/Director of Finance shall approve the corrective plan and forward it to the Home Committee and Administrative & Finance Committees.

2.03 Capital Costs. Capital costs are expenses for fixed assets such as land, land improvements, building and equipment. The County capitalization thresholds, to comply with GASB Statement #34, are as follows:

	Tracking and Inventory	Capitalize and Depreciate
Land	\$1	Capitalize only
Land Improvements	\$1	\$5000
Building	\$1	\$5000
Building Improvements	\$1	\$5000
Construction in Progress	\$1	Capitalize only
Machinery and Equipment	\$1000	\$5000
Vehicle	\$1000	\$5000
Infrastructure	\$5000	\$5000

Fixed assets are required to be reported on a government's balance sheet. Fixed assets with short useful lives and small monetary value are reported as an "expense" in the period in which they are acquired. Fixed asset costs are expensed annually by depreciation expense, which is amortized over the useful life of the assets using the straight-line depreciation method.

SECTION 3 - BUDGET PROCESS

3.01 Budget. The budget is a legal document used to monitor financial resources establishing the limit on spending and the amount of anticipated revenue to be realized. It establishes the amount of taxes to be levied and apportioned to municipalities and represents the financial plan for operating. The County Board adopts the budget annually in November.

3.02 Budget Procedures.

- A. Departments shall notify the MIS Director of all technology requests within the deadline established by the MIS Department. Any requests over \$5,000 will require at a minimum, a meeting with the Department Head, MIS Director.

- 1 B. Each department will receive a budget packet containing budget instructions, budget
2 worksheets as determined by the Administrative & Finance Committee for completion.
3 C. Upon completion of the budget packet the information is returned to the Administrative
4 Coordinator/ Director of Finance, office for data entry.
5 D. After data entry is complete budget packets are returned to departments for Home Committee
6 approval.
7 E. The Administrative & Finance Committee reviews each department's proposed budget, with
8 the Department Head and makes any necessary revisions. The committee chairperson may be
9 present, if they desire.
10 F. Upon completion of all departments' proposed budgets, the Administrative & Finance
11 Committee recommends the proposed tax levy and mill rate.
12 G. The Administrative & Finance Committee submits the County Budget to the County Board of
13 Supervisors for adoption.
14

15 SECTION 4 - INTERNAL CONTROL

16 4.01 Procedures.

- 17 A. To the greatest extent possible, all financial and accounting responsibilities must be
18 segregated, so that no one individual has complete authority over an entire transaction.
19 B. Official accounting reports must be prepared or checked by persons other than those
20 responsible for operations for which the report is prepared.
21 C. Each department shall review monthly Skyward financial reports to monitor revenues and
22 expenditures in comparison to the adopted budget.
23 D. End of month financial reports shall be distributed to the departments by the 5th business day
24 of each month. Each department shall reconcile monthly revenues, expenditures, and balance
25 sheet accounts to the financial reports provided by the 18th day of the month. Any
26 discrepancies found in the financial reports shall be brought to the attention of the
27 Administrative Coordinator/ Director of Finance promptly.
28 E. No departmental bank accounts may be established without prior authorization by the
29 Administrative & Finance Committee. All such accounts shall follow County policies. Each
30 Department shall reconcile department bank accounts monthly. Periodic review of bank
31 accounts may be requested by the Administrative and Finance Committee.
32 F. The Administrative & Finance Committee will review all departments' revenues and
33 expenditures, basis, to monitor activity in comparison to the budget.
34 G. The Administrative Coordinator/Director of Finance will audit vouchers weekly and review
35 departments' revenues and expenditures on a monthly basis, all concerns will be brought to
36 the attention of the Department Head.,
37 H. Throughout the year, any purchase on non-budgeted equipment over \$1,000 requires **PRIOR**
38 Home and Administrative & Finance Committees' approval and shall be forwarded to the
39 Administrative Coordinator/Director of Finance. These requests should be presented by the
40 Department Head.
41

42 SECTION 5 - CHART OF ACCOUNTS

		Delineated Account Structure		
FUND	DEPT	ACCOUNT	OBJECT	PROJECT
100 E	01	51630	999	123
E = Expense				
Expenditures		5XXXX		

50
51 OBJECT: Provides account detail and classifies expenditures by the types of goods and services
52 purchased.
53 PROJECT : Provides additional detail to identify transaction of specific projects.
54

1	FUND	DEPT	ACCOUNT	OBJECT	PROJECT
2	100 R	23	46120	(only used as necessary)	
3	R = Revenues				
4	Revenues		4XXXX		
5					
6	Balance Sheet Accounts:				
7	FUND	ACCOUNT			
8	Account	xxxxx			
9		Assets	1XXXX	100 A	11100
10		Liabilities	2XXXX	100 L	21010
11		Fund Balance	3XXXX	100 Q	34300

5.01 Chart of Account Maintenance. The Administrative Coordinator Director of Finance Office shall maintain the chart of accounts. Changes to accounts require submission of the appropriate form(s) as established by the Administrative and Finance Committee.

SECTION 6 - EXPENSE VERSUS CAPITALIZATION

6.01 Expense. The cost of items (i.e. incidental repairs) which neither materially add to the value of the assets nor appreciably prolong its life, but merely keep it in an ordinarily efficient operating condition, are expense items that should be charged against the fiscal year the material or service was received and the liability incurred. Equipment, which by its nature has a short normal life expectancy, early obsolescence, or other factors that contribute to an early loss of usefulness is expensed. Personal property with a unit cost of less than \$5,000 or a useful life of less than two years is also expensed.

6.02 Capitalization. Amounts spent in restoring property or amounts spent for replacements, which arrest deterioration and appreciably prolong the useful life of the asset are expenditures which are capitalized to the general ledger and recorded in the fixed asset system. Expenditures capitalized are considered assets of Adams County, which are depreciated, if applicable, per the useful life of the property. Example of items capitalized includes those items of personal property with a unit cost of at least \$5,000 and useful life of at least two (2) years. Cost of additions/extensions to an existing fixed asset, which is replaced by a new one, are capitalized and the old asset should be written off using a journal entry. Replacement, however; must meet the definitions within the capitalization policy.

Because many factors enter into a determination of whether an item should be expensed or capitalized, no complete set of rules can be laid down to fit all possible situation. Each case must be analyzed on its own merits as to whether an expenditure appreciably prolongs or materially adds to the value of the property resulting in capitalization of the item. If the expenditure does not meet the criteria, it should be expensed.

Fixed Assets that are leased, and considered capital leases, should be capitalized by the following journal entry:

Fixed Asset (Land, Building, or Equipment)	XXXX
Lease Payable (Total lease payments less interest costs)	XXXX

SECTION 7 - DEPRECIATION POLICY

7.01 Purpose. In accordance with generally accepted accounting principles, depreciation of fixed assets is required in the proprietary funds of government (enterprise and internal services funds) and must be shown on the operating statements of these funds. Deprecation is also used in examining or determining the full cost of a project or program. It is also a necessary cost of business when establishing user rates for services.

1 **7.02 Definition.** Depreciation represents the expiration in the service life of fixed assets attributable to
2 wear and tear, deterioration, and obsolescence. It represents the portion of the cost of a fixed asset, which
3 is charged as an expense during a particular period or fiscal year.

4
5 **7.03 Method of Depreciation.** Adams County utilizes the straight-line method of depreciating fixed
6 assets. This method takes the cost of the fixed asset, less its salvage value, and prorates that cost over the
7 useful service life of the asset. Through this process, the entire cost of the asset is ultimately charged off
8 as an expense.

9
10 **7.04 Service Lives of Assets.** The County's fixed asset system can accommodate any service life
11 selected for an asset. A service life can be different from a similar asset if you have a basis for such
12 determination. Generally, service lives of assets are as follows:

13
14 Land Improvements: 20-30 years

15 Buildings and Improvements: 20-50 years

16 Furniture, Machinery and Equipment: 3-20 years

17
18 **7.05 Budgeting for Depreciation.** Depreciation is entered as an expense and offset as an abatement
19 in the same budget. This recognizes the non-cash nature of this expense. Only capital expenditures are
20 part of the net budget of the County. Even though depreciation is not recognized in the net budget, it
21 should be recorded in the operating accounts with an offset to accumulated depreciation in the general
22 ledger.

23
24 **7.06 Internal Control.** The control over assets is the responsibility of management and Home
25 Committees.

26
27 **7.07 Inventory Systems.** All inventory systems are to be updated annually for any additions or
28 removals. Inventory Forms should be submitted to the Administrative Coordinator/Director of Finance at
29 time of event. Tags generally are not removable. The tag number should be noticed on the form and
30 scratched off of the item.

31
32 **7.08 Inventory Records.** Official Inventory records shall be kept and maintained in the Office of the
33 Administrative Coordinator/ Director of Finance.

34 SECTION 8 - JOURNAL ENTRIES

35
36
37 **8.01 Purpose.** Journal entries are to be used to record accruals, prepaid items, correcting entries,
38 reversing entries and charges between County departments.

39
40 **8.02 Procedures.** All journal entries must be prepared on the Journal Entry Form obtained from the
41 Administrative Coordinator/Director of Finance Office.

42 **8.03** It is the responsibility of the Department receiving the service to prepare the journal entry. The
43 form is to be complete, balanced (debits = credits), and submitted no later than the 3rd business day of the
44 following month in which the journal entry applies. Journal entries received after the 3rd business day
45 will be posted in the following month and will not be reflected on the department monthly financial
46 report.

47
48 **8.05** Journal entries to cash accounts (# 1XXXX) generally should only take place, unless to adjust for
49 transfers between funds to balance cash.

SECTION 9 - ACCOUNTS RECEIVABLE

9.01 Purpose. Accounts receivable are used to record revenues in the period in which they are earned. In most cases these accounts are used at year-end. Other accounts receivable accounts include billings to patients or clients, and billings to the state for work done on a monthly basis.

9.02 Procedures. At year-end, each Department must determine the revenues that have been earned in the current year but will not be received until the following year. It is the department's responsibility to include the proper fiscal year to which a transaction will apply by the last full week of February prior to the fiscal year accounts being closed.

9.03 It is the responsibility of Administrative Coordinator/Director of Finance to reconcile the accounts receivable accounts.

SECTION 10 - ACCOUNTS PAYABLE

10.01 Purpose. Accounts payable are used to recognize expenditures in the period in which they are incurred. In most cases within the County these accounts are used only at year-end.

10.02 Procedures. At year-end each department must determine the expenses incurred in the current year that will not be paid until the following year.

10.03 It is the Department's responsibility to include the proper fiscal year to which a transaction will apply. The system does not automatically flag the transaction. For items to be included in the accounts payable they must be submitted to the Administrative Coordinator/Director of Finance, or the assigned designee, in a timely manner for processing by the last full week of February prior to the fiscal year accounts being closed.

10.04 It is the responsibility of the Administrative Coordinator/Director of Finance to reconcile the accounts payable accounts.

SECTION 11 - INTERDEPARTMENTAL BILLINGS

11.01 Purpose. As a general rule the National Committee on Government Accounts (NCGA) state that revenues and expenses should be reported as such only once in the funds of a governmental unit. By definition internal services funds, enterprise funds and special revenue funds will account for interdepartmental transactions (expenses/receipts/journal entries) for the purpose of recovering grants, aids and special revenues. By definition of the general fund to account for resources devoted to financing the general services which the governmental unit performs for its citizens primarily with levied dollars, interdepartmental billings are not efficient and shall not be used unless there is a reporting or cost recovery requirement. Certain general administrative costs will be recovered through the 'Indirect Cost Reimbursement Plan'.

11.02 Procedures. Each department shall be responsible for interdepartmental transactions by invoice, receipt, and/or journal entries as deemed appropriate.

SECTION 12 - CASH RECEIPTS

12.01 All County departments shall remit monies directly to the County Treasurer daily if possible, but no less than weekly.

12.02 For departments that maintain a separate bank account, all incoming cash receipts should be processed and deposited in the bank promptly. Deposits must be made weekly regardless of the amount collected.

1
2 **12.03 Department Procedures.** All departments shall follow the following procedures:

- 3 A. All receipts by departments shall be recorded by issuing a numbered receipt.
4 B. No payments can be made from cash receipts; all billings shall be paid by check.
5 C. Do not cash any checks received. Deposits made to the County Treasurer must be in the
6 exact form (i.e. cash or check) as the department received them.
7 D. All checks shall be immediately endorsed, pay to the order of Adams County Treasurer and
8 the Department, and submitted to the County Treasurer as stated above.
9 E. Supporting documentation shall be prepared and submitted with the cash receipts. The
10 receipt shall include a subtotal after the checks, then display the amount of cash, and include
11 the total of the deposit. Indicate on the deposit the general ledger account distribution. The
12 amount of the deposit must be equal to the total of receipts issued by the department.
13 F. Deliver to the County Treasurer's Office and obtain a receipt.
14 G. The monthly cutoff for deposits with the County Treasurer is 3:00 p.m. on the last working
15 day of the month. Deposits made after this deadline will be credited to the following month.
16 No exceptions will be made.
17 H. No checks shall be cashed from cash receipts.

18
19 **SECTION 13 - INVESTMENTS**

20
21 **13.01** Adams County's cash is invested by the Adams County Treasurer with approval by the
22 Administrative and Finance Committee.

23
24 **13.02** Withdrawal or disbursement of any funds in a qualified public depository shall be completed in
25 accordance with §66.0607, Wisconsin Stats., and shall have the signatures in the following order:

26
27 County Board Chairperson
28 County Clerk
29 County Treasurer
30

31 **13.03** All funds shall be held with a qualified public depository, pursuant with Chapter 34, Wisconsin
32 Stats.
33

34 **SECTION 14 - PETTY CASH REIMBURSEMENT**

35
36 **14.01 Purpose.** The petty cash fund provides a means of payment for minor items of expense when it is
37 not practical to pay these items using the voucher disbursement. However, whenever possible, payment
38 for invoices should be processed through the voucher disbursement process. Petty cash is not to be used
39 to reimburse employees for expenses. At no time shall money from cash receipts be used as petty cash.
40

41 **14.02** The petty cash fund will be operated as a petty cash fund under the control of the responsible
42 department.
43

44 **14.03** Requests for Petty Cash funds shall be requested through the Administrative Coordinator/Director
45 of Finance who shall forward the request to the Administrative & Finance Committee for approval. Petty
46 cash amounts shall be determined, based on Department request and needs, by the Administrative &
47 Finance Committee.
48

49 **14.04** Departments are responsible for reconciling at the time of each purchase.
50
51
52
53

14.05 Reimbursement Procedures.

- A. Prepare a voucher and attach respective receipts. List on the voucher the account number(s) to be charged and the dollar amounts for each account. The total on the voucher must equal total of the attached receipts.
- B. Receive Department Head approval and submit voucher to the Administrative Coordinator/Director of Finance Office for reimbursement.
- C. Departments turn in all receipts for reimbursement for the current year prior to December 31st.

SECTION 15 - CARRY OVER ACCOUNTS/FUND BALANCES

15.01 Adams County presently maintains carry over accounts) in its general fund accounting system, which are the result of monies left from prior years budgets that are carried over to subsequent year budgets as established by County Board Resolutions. The general fund, special revenue funds, internal service funds and enterprise funds maintain fund balances as a result of monies left from prior years' budgets. Fund balances are used in subsequent year budgets and are maintained at an adequate level to cover emergencies and maintain a stable economic environment.

15.02 Carry over accounts shall be established by County Board for the following reasons:

- A. Statutory: Funds required by Statute to be non-lapsing.
- B. Special Revenue: Funds for programs whose primary source of revenues are from other than county appropriations, or which are limited by the Grantor or by County Board resolution to expense for a specific purpose.
- C. Special Projects: Unexpended appropriations for a specific expense, which is expected to be completed in subsequent years.

15.03 The Administrative & Finance Committee shall review carry over accounts annually to ascertain if the appropriation meets the above criteria.

15.04 The unreserved/undesignated fund balance in the General Fund shall be maintained at 15-25% of the current year actual audited expenditures for the general fund. Internal service and enterprise funds shall be assessed by end of year cash balances. The cash balances in these funds should be maintained at 20 - 30% of the current year actual audited expenditures for the fund (75-100 days cash reserve is desired). Fund balances shall be analyzed and appropriately applied in the budget process.

SECTION 16 - VOUCHERS

16.01 Purpose. §59.52(12), Wisconsin Stats., requires the County Board to examine and settle all accounts of the County and all claims, demands or causes of action against the County and issue county orders therefore. Adams County follows §59.52(12) and §66.0135, Wisconsin Stats., when disbursing funds for the settlement of accounts and claims against the County.

16.02 Procedures. The following procedures shall be followed for Adams County to comply with the prompt payment law.

- A. All orders for goods or services shall be by invoice or contract.
- B. All invoices must be date stamped upon receipt. This procedure will allow us to properly track invoices to ensure timely payment.
- C. Departments must submit a completed voucher. All vouchers forms will contain vendor number, account number, amount of payment, and have supporting documentation attached. Those submitting a voucher are responsible to remove sales tax and take allowable discounts. Any voucher without the above will be returned to the Department and will not be paid until corrected.

- D. All vouchers for a department will be turned in monthly at the same time by the next business day for processing in batch order.
- E. Vouchers will be paid once a month by the 15th of each month.
- F. The Administrative Finance Committee will review and approve/deny monthly payments.

16.03 For all purchases from vendors who do not have an authorized account, please contact the Administrative Coordinator/Director of Finance, or the assigned designee.

16.04 **Approval Limits.** The following table shows the maximum purchase a Department Head may approve when dollars have been allocated in the current year budget. Beyond that limit the Administrative Coordinator/Director of Finance shall approve the payment prior to any purchase. After the purchase is made the Administrative Coordinator/Director of Finance shall sign the voucher for approval of payment.

Highway & Solid Waste	\$ 25,000
All Other Departments	\$ 2,000

SECTION 17 – FRIDAY/SPECIAL CHECKS

17.01 **Purpose.** All vouchers forms will contain vendor number, account number, and amount of payment, supporting documentation attached. Friday/Special checks cannot be used to pay mileage and/or meal vouchers, or for payment of bills that missed the regular accounts payable cutoff. Friday checks shall be for any invoice that will incur a finance charge, penalty, or interest if paid after the 15th of the month, or if early payment of the invoice will provide a financial discount to savings to the county, or if the payment is time sensitive. All Friday checks must be in the Administrative Coordinator/Director of Finance no later than 9:00 a.m. on Friday for processing that day.

17.02 Under extenuating circumstances the Administrative Coordinator/Director of Finance may have a special check cut.

SECTION 18 – CREDIT CARD

18.01 The Administrative and Finance Committee may issue a Department/employee a credit account or subsidiary credit card for extenuating circumstances that do not allow for efficient business practice using the master credit card account; the voucher process; or when bulk purchases with vendors such as vehicle gas purchasing accounts are deemed necessary. The Administrative and Finance Committee will establish account limits. Use is authorized for County purchases pursuant to the purpose of the creation of the account, and pursuant to the County's Budgeting & Accounting Policy. i.e. All purchases shall be exempt from Wisconsin sales tax, using the County's Wisconsin Sales & Use Tax Exempt Certificate. All accounts shall be held in the name of Adams County Government under the Administrative Coordinator.

18.02 **Master Credit Card Account.** The Administrative Coordinator/Director of Finance shall oversee the master credit card to be used by Departments when voucher processing is not an option for payment or if delay of authorized purchase or payment would cause a financial or economic burden to the County or an employee of the County.

18.03 **Credit Account/Subsidiary Credit Card Authorization.** The subsidiary credit card account shall fall under the master credit card account overseen by the Administrative Coordinator/Director of Finance, whereas credit accounts shall fall under the appropriate department. Example of credit accounts may include Ace or Walmart. Upon the approval of the Administrative & Finance Committee accounts shall be established. Access to a credit card or subsidiary credit account is not an entitlement.

1
2 **18.04 Internal Controls:** For internal control procedures the Administrative Coordinator/Director of
3 Finance shall maintain an up-to-date record of all authorized personnel who has access to each credit
4 account or subsidiary credit card issued and the limit on each card. Under no circumstances shall the
5 account be used for a cash advance or for personal use. An employee is required to comply with internal
6 control procedures, not specifically outlined in this policy, that are designed to protect County assets;
7 which may include ability to produce the card to validate its existence and account number.
8

9 **18.05 Payment Process:** All credit accounts shall be paid in accordance to the County's Budgeting &
10 Accounting Policy. All subsidiary credit card account receipts shall be signed by the user/purchaser;
11 include the account number for payment and be submitted to the appropriate department personnel within
12 5 days. Inability to process payment timely will be considered for revocation of the account.
13

14 **18.06 Non-Conformance:** Improper use of any County authorized credit card or credit account may
15 result in disciplinary action up to and including discharge. Employee access can be revoked at any time
16 by the Department Head. The Administrative Coordinator/Director of Finance shall report any misuse to
17 the Administrative & Finance Committee. The Administrative & Finance Committee shall determine if
18 any department account shall be revoked.
19

20 **18.07 Employment Termination:** Upon termination of employment with the County, for any reason,
21 any and all credit cards issued to the employee shall be returned immediately and the account will be
22 suspended.
23

24 **SECTION 19 - CONVENTIONS, SEMINARS, TRAINING & TOUR REIMBURSEMENT**

25

26 **19.01 Approval.** Elected Officials, Department Heads and staff personnel may attend conventions,
27 seminars, training and tours, provided it is related to the employee's job, and is approved in the
28 department's budget. If funds are not available, **PRIOR** approval must be obtained from the Home
29 Committee and the Administrative Coordinator/Director of Finance.
30

31 **19.02 Out-of-State.** All out of state travel and related expenses shall be authorized by resolution of the
32 County Board.
33

34 **19.03 Reimbursement for Expenses.** The County will reimburse employees for expenses incurred for
35 approved travel, conventions, seminars, training and tours. Employees shall be reimbursed in the
36 monthly check processing. Employees shall receive approval, from their Department Head, prior to
37 attending any convention, seminar, training or tour. The Department Head shall only approve an
38 employee to go to a convention, seminar, training or tour if the money is available in the budget. In order
39 to receive reimbursement, County Board, Committee Members, and employees must submit the original
40 receipts and appropriate forms.
41

42 **A. Lodging.** Approved lodging should be reserved in the name of Adams County by use of a
43 credit card available from the Administrative Coordinator/Director of Finance may be used to
44 reserve a room. Employees shall pay the difference between single and double rates if
45 lodging is shared with a non-county employee.

46 **B. Mileage.** Employees authorized to drive for County business shall hold a valid driver's
47 license. Authorized use of an employee's automobile for County business shall be reimbursed
48 at the rate set by the Internal Revenue Service. The employee shall use the most direct route
49 possible. Distance shall be computed from the employee's primary residence or work
50 location, as circumstances warrant. In order to receive mileage reimbursement, it will be
51 necessary to provide the Administrative Coordinator/Director of Finance with a Certificate of
52 Insurance, or a copy of the declaration page, indicating the amounts of coverage for liability
53 and an expiration date of the policy. The minimum limits of coverage the employee shall
54 have are:

\$100,000 per person
\$300,000 per accident Bodily Injury
\$ 50,000 per accident Property Damage, or
\$300,000 Combined Single Limit

Employees are required to have this coverage as a minimum amount whether or not mileage reimbursement is requested. Failure to comply with these amounts will result in the employee not being authorized to drive for the County, and may result in discipline, up to and including discharge, for failure to perform assigned duties.

This shall be done at the start of employment with the County and at the time of renewal of the policy. An alternative is to obtain a Certificate of Insurance or a document from your insurance agent which names Adams County as the certificate holder and indicates the agent will contact the certificate holder if the insurance is canceled, this will be regarded as continuous coverage and will not require proof of renewal.

1. If a Department has a vehicle, or vehicles, and an employee attends a training or seminar, that vehicle should be used if available, rather than using a personal vehicle and charging mileage. Departments that do not own vehicles should check with Department's that do to see if one can be used, rather than using a personal vehicle and charging mileage.
2. No employee may claim mileage to his work place if it is the first (1st) stop of the day, or from his work place if it is the last stop of the day.
3. For trips that commence and terminate during non-business hours, the actual point of origin shall be used to compute mileage.
4. The County shall make no reimbursement, other than the per mile reimbursement specified above, to employees who use their private vehicles in the conduct of County business.
5. If traveling by bus or other means of transportation, the appropriate fare will be paid by the County.

C. Meals. Employees will be reimbursed a maximum of \$35.00 per day if

1. The employee is attending an approved convention or seminar out of the County.
2. Meal reimbursement shall be as follows:

a) It will be necessary to have a receipt for meals. No reimbursement shall be made for the cost of alcoholic beverages.

D. Parking. Reasonable and necessary parking fees will be reimbursed when an employee is required to travel. If possible, a receipt shall accompany the request for payment.

E. Advance Payment. The County will pay in advance for registration if attendance is approved as provided in this Section.

F. Approval. Department Heads shall sign and approve all expense vouchers of their employees prior to submitting the voucher to the Administrative Coordinator/ Director of Finance's Office. Expense vouchers shall include only expenses incurred prior to the end of the preceding month and shall be submitted monthly.

G. Telephone Calls While Attending Overnight Meetings. Employees shall be reimbursed for phone calls made, while attending overnight meetings, which pertain to County business. Personal phone calls shall not be reimbursed.

H. Registration. If a request for a registration check is not submitted timely to the Administrative Coordinator/ Director of Finance's Office, the employee shall pay the cost of the registration and include that cost in the expense reimbursement request for the next monthly check run.

I. Transportation.

1. **Air Travel.** Travel by plane shall be at coach rate and airline tickets shall be purchased in advance so as to achieve the lowest possible fare. If air travel will require additional nights of lodging and additional meals, these extra expenses and the value of lost work

time shall be weighed against the airfare and the most economical choice shall be made.
A receipt shall accompany the request for payment.

2. **Auto Rental.** Only the reasonable cost of compact or subcompact models is reimbursable, unless prior approval is obtained from the Administrative Coordinator/Director of Finance. A receipt shall accompany the request for payment.

19.04 Membership in State or National Organizations. Memberships to local, state or national organizations may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted.

19.05 Professional Licensure Fee. Fees for Professional Licensures may be reimbursed by the County provided it is required for the employee's position, or if it provides a benefit to the County, provided that it is budgeted. This shall include the cost of becoming and maintaining a Notary Public for County business.

SECTION 20 - COUNTY CELL PHONE ISSUANCE

20.01 The County may issue a cell phone to an employee under certain circumstances when regular business travel or excessive use of a personal cell phone is used for County business. The Administrative & Finance Committee shall approve all requests for County cell phones.

20.02 Once approved, the MIS Director shall obtain and issue a cell phone to the employee.

20.03 Employees shall limit, to the best of their ability, the use of their County cell phone

SECTION 21 - PURCHASING

21.01 General. Adams County uses a decentralized purchasing system. This type of system authorizes each department to purchase their own goods and services within County guidelines.

21.02 There are currently no purchasing thresholds established other than the ones established by §59.52(29) and §66.091, Wisconsin Stats., regarding public works. Purchasing thresholds are established by the annually approved County Budget as administered by the respective Department Head and as overseen by the respective Home Committee(s).

21.03 Purchasing Rules & Regulations.

- A. Competitive bidding is not required for contract unless there exists a specific legal requirement that bidding proposals be advertised. Except where required by statute, the County is free to negotiate contracts, as it deems necessary.
- B. Adams County follows §59.52(29) and §66.0901, Wisconsin Stats., for public works contracting and bidding and shall comply with all prevailing wage requirements.
- C. Professional services are not subject to the bidding statutes on the theory that public bodies should be free to judge the qualifications of those who are to perform such services.
- D. Purchases defined as "equipment" are not a supply or material, and are therefore not subject to the bidding statutes.
- E. All bids are final as opened at the Home Committee level.
- F. All bids shall be awarded by the Home Committee.

SECTION 22 - COUNTY GRANTS

22.01 Grant Application. Department Heads should present details of the available state/federal grant to the respective Home Committee and Administrative Coordinator/Director of Finance prior to grant application. After approval a copy of the application shall be presented to the Home Committee and the

1 Administrative Coordinator/Director of Finance. All grants that require adding new positions to the
2 County payroll shall require County Board approval. Grant applications of \$20,000 or greater shall
3 require County Board action. Whenever possible, contracted services should be used to fulfill grant
4 requirements rather than adding employees to the county payroll.

5
6 **22.02** Upon notification of the grant award, a copy of the grant shall be forwarded to the Administrative
7 Coordinator/Director of Finance. Grant revenues and expenditures should be discussed with the
8 Administrative Coordinator/Director of Finance to determine proper accounting practices and procedures.

9
10 **22.03 Grant Records.** Each department is responsible for establishing and maintaining effective
11 internal control over compliance with state and/or federal programs to provide reasonable assurance that
12 the County is managing state and/or federal awards in compliance with laws, regulations, and provisions
13 of grant contracts and/or agreements and County policy.

14
15 **22.04** Grants are audited annually under Federal Circular A-133 and the State Single Audit Guidelines.
16 All grant records shall be made available to the Administrative Coordinator/Director of Finance and/or
17 external auditors upon request.

18 19 SECTION 23 - CONTRACTS, TITLES & LEASES

20
21 **23.01** All original contracts, titles and leases shall be reviewed and initialed by the Corporation Counsel
22 prior to Committee and/or County Board approval.

23
24 **23.02** All original contracts, titles and leases shall be signed by the Administrative Coordinator/Director
25 of Finance, after review and approval of the Corporation Counsel and appropriate Home Committee
26 provided they have been approved in the current year's budget.

27
28 **23.03** Any contract or lease that has not been approved in the current year's budget shall be approved
29 by adoption of a resolution by the County Board. Unless the authority to approve the contract is granted
30 directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit
31 is a party, may only be entered into with approval of the County Board if the contract would impose
32 obligations, financial or otherwise, on the County which would last beyond the term of the currently
33 sitting Board. All cost-share contracts allocating grant funding to Adams County residents for the
34 purpose of installing conservation practices and then required to maintain the conservation practices
35 beyond the term of the current sitting Board shall be exempt and shall only require review by Corporation
36 Counsel and approval by the appropriate Committee.

37
38 **23.04** A hard copy of all original signed contracts, titles and leases shall be provided to the County
39 Clerk by the Department Head within five (5) working days and shall be held in the name of "Adams
40 County Government"

41
42 **23.05** It is the responsibility of the Department Head to follow all contract and lease regulations to
43 ensure all monies are received and paid on time. If funds are received, it is the Department Head's
44 responsibility to deposit the funds with the County Treasurer in accordance with Section 13 - Cash
45 Receipts.

46
47 **23.06** All original Contracts, Titles and Leases shall be held in the name of "Adams County
48 Government" and shall be held by the County Clerk unless otherwise stated by law.

49
50 **24.05** Failure to follow this Policy may result in discipline up to and including termination.

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SECTION 24 – RAFFLE TICKETS

24.01 Any department holding a raffle on behalf of Adams County shall follow requirements found in Chapter 563 of the Wisconsin Statutes and Game 44 of the Wisconsin Administrative Code for the Conduct of Raffles in Wisconsin.

24.02 The Original Raffle License Application form or the Annual Raffle Report and Renewal. Application shall be reviewed by the Corporation Counsel and approved by the Home Committee.

24.03 All raffle tickets shall be numbered sequentially and accounted for accordingly.

24.04 All raffle ticket money shall be remitted to the County Treasurer weekly.

24.05 A "Monthly Raffle Report" shall be filed with the Administrative Coordinator/Director of Finance no later than 5 business days following the close of each month when a raffle is being held and a final report to be filed no later than 15 business days following the drawing for prizes.

CHAPTER NINE: INFORMATION MANAGEMENT & TELECOMMUNICATIONS

SECTION 1 — GENERAL INFORMATION

1.01 Computers, primarily personal computers, and related equipment and software, play a rapidly increasing role in County Government. The county has made a substantial investment by providing computer systems to improve the quality and timelines of its services. Adams County shall provide only that access to computers, systems and information that is required for that individual or agency to perform required tasks and duties. This policy includes workstations, systems, wiring closets and data centers.

1.02 Introduction. This Computer Policy shall govern the acquisition and use of computers and computer-related equipment (including software, printers, monitors, speakers, laptops computers, facsimile, modems, Internet access, and email) throughout the County including all its Departments and sub-units. The enclosed policies and directives have been established to:

- A. Protect this investment.
- B. Safeguard the information contained within these systems.
- C. Reduce business and legal risk.

1.03 Violations. Violations may result in disciplinary action in accordance with the personnel manual, union contracts and Wisconsin State Statute 943.70. Failure to observe these policies may result in disciplinary action by Adams County depending upon the type and severity of the violation, whether it causes any liability, embarrassment, or loss to Adams County, and/or the presence of any repeated violation(s).

1.04 Administration. Adams County is the organizational entity that owns, secures and establishes policy for the security of all information, resources and facilities under its control, as well as for contractors, tenant organizations, and business partners. Policies may be based on a combination of law, administrative policy and commonly accepted business practices; and will be determined based on the best interests of Adams County Government and its constituents. This policy will be reviewed at least annually, or as often as may be required to respond to changes in laws, technology or other requirements.

SECTION 2 — STATEMENTS OF RESPONSIBILITY

2.01 General responsibilities pertaining to this policy are set forth in this section. The following sections list additional specific responsibilities. Access to information is a public trust and is to be protected with all prudence and diligence. The information systems we utilize are mission-critical devices that we depend on to conduct the business of the County and to support our citizens and residents as well as other government agencies.

2.02 Department Head. Department Heads are responsible for determining who will be allowed to access their information, consistent with policies, applicable laws and regulations governing access. The Department Head may delegate this authority to one other person; however the final responsibility for establishing clear guidance for their data, and enforcing security policy lies with the Department Head.

2.03 Management Information System. MIS houses, administers and operates all servers, infrastructure and security equipment for Adams County agencies, unless special exceptions are granted, by the MIS Department with consultation with Corporation Counsel if need be, the MIS Department is the custodian of the County's information resources and implements the policies set forth in this document. MIS acts on behalf of Adams County Government and Department/Division Heads to secure information, applications, systems and networks, to provide authorized access to approve personnel and to monitor, detect, investigate and report on actual or suspected security breaches or incidents.

2.04 **End User/Employees.** Employees of Adams County, and others accessing county information or computer services, play a key role in maintaining the integrity and security of all of our automated systems. Each user of automated services is responsible to understand these rules and guidelines, to abide by them as well as to identify and report issues and problems.

SECTION 3 — SECURITY

3.01 Information security is not the sole function of any department, group, or agency. Rather it is a result of the combined efforts of leadership to provide guidance and state intent, a committee to create policies, technical staff to implement the technical structures that support the policies, managers and supervisors to train, implement, and ensure compliance with the policies, and the personnel system to provide enforcement and sanctions when policies are broken.

3.02 **Physical Security.** It shall be the policy of Adams County that all data centers and closets are secured, restricted areas. Access shall be granted to only those individuals who have a mission essential business need and who have been appropriately cleared. County data centers contain data, which is sensitive, personal in nature and in some cases protected by law. Data centers are not common workspaces. Traffic in the data centers shall be kept to a minimum. Unaccompanied access to data centers and closets shall require signing of the County Non Disclosure Agreement.

3.03 Equipment Security.

- A. Hardware (computers, printers, etc.) cannot be relocated without prior approval from MIS. Purpose is to ensure an accurate inventory and to help prevent equipment from being unnecessarily damaged.
- B. Users are not permitted to install new or replacement hardware.

3.04 Data Security.

- A. Personal computer equipment cannot be connected to the Adams County Network in any way unless approved by the MIS Department.
- B. Computer modems are only permitted to be connected to a phone line when the modem is used as a direct connection to a state network for relaying data to that network. Dial up internet connections are not permitted on computers connected to the Adams County infrastructure and are a security violation.
- C. Users are not to remove or disable any administrative, security, or virus scanning software from their computer.
- D. Software programs cannot be downloaded from the internet or brought to work by a user and installed on any computer.
- E. Computer monitors that will display PHI (Personal Health Information) should not be viewable from outside the employees' office or workstation. Each PC should be locked into screensaver mode or logged off before a worker leaves their office.
- F. All Computers are required to have an idle PC lockout after 15 minutes of idle time. All users are encouraged to log off or lock (Ctrl+Alt+Del) the computer system before leaving their computer unattended. MIS will reserve the right to log off the computer after 1 hour of inactivity for network security purposes and to allow maintenance to be performed on the computers during off hours.

3.05 Password Security.

- A. All user passwords will be required to be changed every 90 days. Users will be prompted to change their passwords. Users can also press CTRL+ALT+DEL and choose "Change Password" if they would like to change it prior to the 90 day limit.
- B. Passwords are required to be at least 7 characters in length. Passwords should contain a combination of numbers, letters, and special characters.
- C. Users will not be allowed to use a previous password when their password expires.

- 1 D. Passwords must not be accessible to any other users. The password must be memorized, not
2 written. Each user is solely responsible for all computer transactions, such as internet use,
3 emails and file access, which take place using their username & password. Users are
4 prohibited from sharing access to their computer while logged on.
5 E. Users must notify MIS immediately if they feel their password or account has been
6 compromised.
7 F. Contact the MIS helpdesk at #567 if a password is forgotten. MIS can reset passwords as
8 needed.
9 G. Network, Internet and Email access are associated with the user's logon and password. If the
10 user is not granted permission by the department to use these resources, their profiles will
11 restrict them from doing so.
12 H. MIS may ask a user for his or her password to install and troubleshoot hardware and
13 software. MIS will maintain the confidentiality of the password or, if requested, can reset the
14 password for the user to change at next logon. MIS may also reset the password to
15 troubleshoot a PC. If this is the case, MIS will prompt the user to change the password at next
16 logon. Users can also change their own network password at any time by pressing
17 Ctrl+Alt+Del and clicking on the "Change Password" button.
18 I. Users are prohibited from sharing their passwords with non-MIS Staff.
19

20 3.06 File Security.

- 21 A. Based on the information from the IT Employee Access Change Form, MIS assigns folder
22 and file access permissions to specific users and groups of all directories to control which
23 user has what level of file access on the network.
24 B. Users are responsible to manage their files by storing them in the correct location based on
25 security requirements.
26 C. Removable disk storage media – Each employee is responsible for the maintenance and
27 security of the data they store onto removable storage media. PHI (Personal Health
28 Information) must be consistent with the Adams County HIPPA Policy. Users must ensure
29 the devices are password protected if they contain county data. Users must also password
30 protect any confidential data should these devices be lost and fall into a person's hands who
31 is not authorized to see the information.
32

33 **3.07 Workstation Security.** The County will implement policies and procedures to keep end point
34 systems (defined as desktops, laptops, and palm computers) physically secure and accessed only by
35 authorized users. That which is not specifically permitted is prohibited. Any variation from these
36 procedures must be approved in advance. Special care must be taken to protect information that is
37 considered particularly sensitive.

- 38 A. It is the responsibility of Adams County Government and Department Heads to determine the
39 access and security requirements for each building and office area.
40 B. Physical safeguards for end point equipment will be provided.
41 C. There will be some cases in which end point equipment will be accessible to the general
42 public. In general, the following rules along with the Public Access Policy will apply.
43 1. The equipment will be in an office suite or building, which can be locked or secured after
44 normal business hours.
45 2. The equipment will be monitored to ensure that it is not removed or intentionally
46 damaged while accessible to the public.
47 3. The equipment will be technically locked down so that a member of the public cannot
48 access our internal secured networks.
49 D. For all cases other than computers designated for public use, security will be provided by
50 restricting and controlling physical access to the offices and desktop systems and by properly
51 positioning and protecting systems such that information cannot easily be read or obtained.
52 E. Monitors should generally be kept from the plain view of anyone who does not have the
53 appropriate access or clearance to information that may be displayed. Site surveys should be
54 conducted: semi-annually by the Department Head and a report of any infraction shall be

reported to Technology Steering Committee.

- F. Keyboard, mouse, and other components should be kept far enough away from the public, so they cannot be tampered with, or stolen.
- G. Printers should also be kept in protected areas to keep sensitive information from being disclosed inappropriately.
- H. Printer materials from any source should be kept secure and away from viewing and out of public reach.
- I. Adams County will use standards that support workstation security. These include, but are not limited to:
 - 1. Utilization of Windows XP or Vista operating systems, appropriately patched.
 - 2. Utilization of a locked down configuration – that each user will not have local administrator rights on their workstation.
 - 3. Utilization of Windows automatic screen saver function that is password protected. Such screen savers will automatically activate after 15 minutes of inactivity.
 - 4. Users or departments will take no action that disables the use or prolongs the time frame of such security measures.
 - 5. The County considers workstations as a sensitive item

3.08 Incident Response and Reporting. Adams County will adhere to a standardized procedure of responding to security incidents, investigating these events, documenting the results of those investigations and taking appropriate action to meet operational and legal requirements for addressing the incident. The county shall maintain preventative measures to avoid any reasonably anticipated events that would compromise the confidentiality, integrity or availability of data stored on the County network or County owned devices. It is also the intent of this policy that each investigation contains recommendations and courses of action that will lessen the likelihood of a recurrence whenever possible. This applies to all actual or suspected security incidents on Adams County networks, including attacks emanating from outside the County, business partner connections, wireless and remote access, or the theft or unauthorized removal of media, data, storage devices, disks or CDs. This policy applies to all county employees, elected officials, boards, committee and commission members who have access to County systems, interns, contractors, affiliated or tenant agencies, business partners and volunteers.

A. Description and Definitions of Incidents

- 1. Denial of Service: DoS attacks are those incidents which cause network or information resources to abnormally terminate operations, degrade operation or be disrupted or interdicted to the point where they are not efficiently performing their intended function. This can be caused by a targeted attack from one or more internal or external sources, a server crash or network failure either by intentional attack or natural occurrences, or a denial of physical access to a facility of device. Such an event could affect critical systems used throughout the County and would need to be addressed immediately and investigated.
- 2. Malicious code: Any worms, Trojan horses, root kits, or viruses brought into the county network intentionally or unintentionally have the potential to attack and destroy data quickly, or to compromise the confidentiality and integrity of information. Such an event would require immediate attention.
- 3. Unauthorized access: Anyone gaining access without authorization to the county network or county owned media, devices, or servers would be classified as a violation of policy and a security incident. This incident would require immediate attention and coordination between multiple departments.
- 4. Inappropriate usage: The accesses of systems, networks or data without full compliance of all policies.
- 5. Mixed or blended attack: An incident would be comprised of multiple categories or incidents. The relative severity of a blended attack would be based on the information gathered at the time of the attack or detection.

B. Incident response and reporting procedures

1. Preparation and prevention: the process of creating a policy, severity index and reporting structure for incidents, and creating a security posture which may prevent incidents from occurring or reoccurring.
 2. Detection and analysis: The steps involved in identifying an incident, providing immediate notification to appropriate parties, analyzing the available information, creating an action plan, gathering data and or evidence and determining extent of access or damage.
 3. Containment, eradication and recovery: the processes involved with stopping the spread of the incident or problems, cleaning affected systems, recovering data, involving law enforcement agencies (if appropriate) finalizing the collection of logs and data and returning systems or networks to a fully operation condition.
 4. Post-Incident activities: Determining the root cause, creating final reports, notifying affected individuals, complying with all legal requirements for notifications and documentation, determining corrective actions and ensuring that those corrective actions become part of the preparation and prevention process are all requirements.
- C. Incident response and reporting procedures
1. Preparation and prevention phase: A notification system will be designated so that employees may report security incidents through a variety of methods, to include electronic mail, in writing, by telephone or in person confidentiality will be maintained to the greatest extent possible. These methods will be included in the new employee orientation training.
 2. Technical measures will be taken, consistent with budgeting and personnel levels to monitor and prevent security events as are reasonably appropriate.
- D. Detection and analysis
1. The county will adhere to a policy of flexible response, such that minor events can be handled and cleared quickly, with minimal involvement, but the more serious matters involve more personnel. Depending on the severity, a determination will be made as to who needs to actively participate in the investigation.
 2. (ii) Staff will be included as necessary to assess systems or networks, complete any required investigation items in the time frame allotted. In the event that specialized expertise is required or criminal activity may be involved, contractor or law enforcement resources may be called upon possibly including the FBI and Department of Homeland Security.
 3. It shall be the policy of Adams County that there will be no punishment or adverse action for the good faith reporting of security issues, problems or incidents.
- E. Containment, eradication and recovery
1. Priority will go to identifying the scope of the incident or attack and containing its spread.
 2. Every attempt will be made to retain and collect evidence, which could be useful to the investigation.
 3. Systems beyond the initial scope of the report may need to be examined to determine the number of devices involved.
 4. No system will be left on line until it is determined that it is not harmful to networks or other systems.
 5. Recovery will proceed as quickly as possible, without compromising security or unnecessarily exposing other systems to compromise or damage.
- F. Post-incident activities
1. An incident report will be started in TrackIT, creating a diary of the events as they transpire. All documents, reports, logs, written summaries of interviews, files, etc. will become part of the official record of the investigation. This information will be protected from public disclosure as permissible by law.
 2. Reports will include whenever possible, the proximate causes and recommended corrective actions.

SECTION 4 – PRIVACY

4.01 Adams County reserves and intends to exercise the right to review, audit, access and disclose any and all files created on any county computer.

- A. Employees shall have no expectation of personal privacy when using computers, including all e-mail activity and internet use.
- B. Passwords are not an indicator of personal privacy from employer monitoring.
- C. Adams County's failure to monitor in particular situations is not a waiver of the County's right to monitor in the future.
- D. Monitoring - All Adams County resources, including but not limited to, computers, Internet access, e-mail and voice mail.
 - 1. At any time and without prior notice, Adams County maintains and intends to exercise the right to examine any systems and inspect and review any and all data recorded in these systems. Any information stored on a computer, whether the information is contained on a hard drive, computer disk or in any other manner may be subject to scrutiny by the County. This examination helps ensure compliance with internal policies and the law. It supports the performance of internal investigations and assists the management of information systems.
 - 2. Adams County has employed monitoring software to check on the use and content of the Internet and e-mail to ensure that there are no serious breaches of this policy. The County specifically reserves the right for authorized personnel to access, retrieve, read any communication that is created on, received through, or sent via the e-mail system, to assure compliance with all County policies. Such monitoring will be initiated upon a complaint upon reasonable suspicion of misuse of internet or email by an employee and shall be used for legitimate purposes only.
 - 3. Incidental and occasional personal use of the Internet or the corporate e-mail system is permitted, subject to the restrictions contained in this policy or any related departmental policy. Any personal use of internet or e-mail is expected to be on the employee's own time and is not to interfere with the person's job responsibilities. Personal use of these systems must not detrimentally affect the job responsibilities of other employees, disrupt the system and/or harm the County's reputation.

SECTION 5 — ACCESS TO THE ADAMS COUNTY NETWORK

5.01 Requirements for New & Departing Employees. Forms are required for:

- A. New & Transferred Employees Network Access—Each Department is required to notify the MIS Department at least 1 week in advance of new employees hired. Access Change Form must be completed, signed by the Department Head, and submitted to MIS by this time, when possible. The Access Change Form defines permitted computer programs and data access.
- B. Departing Employees—Each Department is required to give the MIS Department at least 1 weeks notice of employees departing employment at Adams County. An Access Change Form must be completed and signed by the Department Head by this time. The Access Change Form defines to MIS when the user profiles should be disabled and/or deleted and how the user's data files and old email should be handled.
- C. Departments may have "generic" profiles for temporary positions such as an LTE or intern. However, this profile can only be assigned to one person at a time and the password will need to be changed prior to a new person using the profile. When the profile is not used, MIS will disable it.
- D. Each department should request network access for their external users that may need to access their computer systems, such as contractors, via Access Change Form.

SECTION 6 – HARDWARE, SOFTWARE NETWORK & PHONE SYSTEMS**6.01 General Statements.**

- A. All Adams County issued equipment (to include laptops, cell phones, PDAs, etc.) and all data generated, received or stored on such equipment are property of Adams County.
- B. Software, hardware, and network systems are intended to be used for business purposes only to increase the quality and timeliness of services provided to the taxpayers of Adams County.
- C. Purchasing - All purchasing of Adams County hardware and software shall be centralized with the Management Information Systems department to ensure that all hardware and software conform to county software standards, are purchased at the best possible price, and inventoried.
- D. Disposal of old Hardware and Software - MIS will make the final determination as to the disposition of computer equipment.
 1. Servers will generally not be re-commissioned for other use until an evaluation is completed to determine that residual data requiring special security considerations have been deleted.
 2. No media will be disposed of without being erased, degaussed and or destroyed first. MIS will prepare all decommissioned computer equipment for disposal.
 3. All hard drives must be cleaned with software that is DoD 5220.22-M and Gutmann method compliant.
 4. Disposal of all media used to process CJIS Criminal Justice Information Systems will follow CJIS Security Policy for Disposal
 5. All saleable PC or laptops will have OEM software re-installed and transported to Practical Cents Thrift Store in Adams for sale to the public on an as is and first come first serve basis.
 6. Revenues are divided according to Resolution 48-2006. That all typically auctioned county surplus materials to be sold at Practical Cents with 20% of sale to be retained by Practical Cents, 80% of all computer related sales to be returned to MIS Department budget as revenue, 80% of all other property to be returned to furniture carryover account.
 7. Non-saleable equipment will be disposed of in accordance with applicable statutes, and ordinances governing disposal and recycling of computer and computer related equipment.
 8. Hard drives that are unable to be cleaned, tapes, and disks, will be disposed of using a professional disposal service and a certificate of disposal will be required.
 9. The county hardware inventory will be updated.
- E. Exceptions to this policy must be approved by the Administrative and Finance Committee. A list of exceptions to the policy shall be maintained by the MIS department. Exceptions may be granted by MIS department prior to committee approval, but must be reported back at the next regularly scheduled meeting.

6.02 Hardware. All hardware equipment acquired must be approved by the MIS Department. All hardware must be used in compliance with applicable licenses, notices, contracts, and agreements.

- A. Computers & Monitors – All computers have red asset tags associated with them for inventory & naming purposes. Computers are to be used for county business and it is important users understand anything stored or transmitted via a County owned computer is owned by the County. MIS will make every effort to keep computers up to date.
- B. Users are not allowed to move equipment without the authorization of the MIS Department prior to the move.
- C. Cell phones UMTS (universal mobile telecommunications systems and CDMA (code division multiple access) service devices.
 1. CDMA (code division multiple access) laptop cards for Cellular internet access must be approved by a users Department Head and the Administrative Coordinator/Director of Finance before MIS is notified to make the purchase.

2. Users are not permitted to access the internet through their cell phone unless approved by their Department Head and department's home committee.
3. Adams County strongly discourages the use of a county cell phone while driving a vehicle.
4. Please see the County cell phone policy for more information.
- D. Printers
 1. Departmental Printing - Although departmental printing is not as convenient for the worker, network printing centralizes larger and faster printers in designated areas for users to print to. By doing this, the county saves thousands of dollars each year because:
 2. Small printers do not have to be purchased for every PC.
 3. Fewer printers have to be maintained by the MIS Dept.
 4. Fewer supplies need to be ordered or kept on hand.
- E. Copy Machines - Copy machines should also be used for printing and network cards should be leased or purchased with the copier.
- F. Modems - Modems are permitted only on computers that are used for direct billing as necessary to communicate with State and Federal Agencies for billing.
- G. Personal hardware - Personal electronic hardware brought from home may not be connected or installed onto any county computer or onto the county network. Examples are modems, digital cameras, PDA's, printers, Blackberries, etc.
- H. Laptops & Projectors - A limited number of this equipment is loaned out of the MIS department to avoid having a lot of unnecessary laptops being purchased for each department. MIS will ensure the laptops are kept up to date.
 1. Equipment must be reserved by calling the MIS Helpdesk at 567 to assure availability.
 2. Users should report any problems or missing equipment immediately to the MIS Helpdesk.
 3. Users are required to keep the equipment in a warm and secure location when off site. Should equipment be lost, employee should immediately contact the MIS Helpdesk at #567. What about stolen, insurance claims, would we do that then?

6.03 Software.

- A. The MIS Department maintains a listing of authorized & licensed software programs. This list is comprised based on the following.
 1. Whether the software is required for a department to do their job
 2. Interoperability with other software's owned by the county and the State of Wisconsin.
 3. Software cannot duplicate the functionality of other software.
 4. Simplicity of use and maintaining.
 5. Cost
 6. Hardware requirements
 7. Software conflicts
 8. Other miscellaneous factors
- B. Personally owned software brought from home may not be connected or installed onto any county computer.
- C. Virus Scanning - The MIS Department will make every effort to prevent viruses from infiltrating County computer systems. Each PC has virus scanning software installed and configured to check for viruses real-time. Also, a virus scanner is setup to check all incoming and outgoing messages before they arrive or leave the mail server.
 1. MIS Responsibilities:
 - a. Install and maintain appropriate antivirus and anti-spyware software on all computers and servers.
 - b. Respond to all spyware & virus attacks, destroy any detected, and document each incident.
 2. Employee Responsibilities:
 - a. Employees shall not knowingly introduce a computer virus into company computers.

- b. Employee's shall not disable or uninstall security, antivirus or monitoring software from any county owned equipment
 - c. Employees shall not load diskettes, CD's, DVD's, USB Jump Drives and other portable media of unknown origin that is network attached.
 - d. Incoming diskettes, CD's, DVD's, USB Jump drives, and other portable media shall be scanned for viruses before they are read (Real time monitor checks this for employee).
 - e. Any associate who suspects that his/her workstation has been infected by a virus shall IMMEDIATELY POWER OFF the workstation and call the MIS Helpdesk at 339-4567 or ext. 567.
- D. All software acquired for or on behalf of Adams County or developed by Adams County employees or contract personnel on behalf of the County is and shall be deemed county property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements. County software may not be duplicated.
- E. Licensing - Unless otherwise provided in the applicable license, notice contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be in violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of this Software/Hardware Policy.

6.04 Network. File Management, Backup & Retention

- A. Users are encouraged to manage their files in a professional manner by deleting unnecessary, outdated, and duplicated files.
- B. The MIS department reserves the right to limit user storage space and to setup auto-archiving of aged data should the user not comply in managing their files.
- C. Users are not permitted to store music files or video files for personal use on county equipment. Storage of personal media files could implicate the county in copy write infringement.
- D. Network Drives: When users logon to the network, MIS scripts each users drive mappings. The standard drive mappings listed below are backed up each night, Monday through Friday:
 1. T:\ = This folder is used to store data that is common to all users of the county.
 2. H:\ = This drive is used to store users work files that no one except the user has access to. This drive should be used to store confidential data if such storage is necessary.
 3. S:\ = Each department has an S drive, this is place for everyone in that department to share data files. Only members of each department can access the department folders unless the Department Head requests in writing to allow another user access.
 4. MIS may also map other drives for specific departmental or administrative purposes.
 5. MIS Department staff has access to all drives on the network to allow for system access to maintain file integrity and security, manage backup sets, and be able to restore erroneously deleted files or data.
- E. Peer to Peer (P2P) networking is prohibited on the County network unless authorized and configured by the MIS Department.
- F. Wireless Access - Adams County has wireless access points in place to allow authorized users access to the network. Wireless cards are necessary to connect to an access point. Network access requires encryption keys and a more secure setup by the MIS Dept for each user. Current Access Points are located in the following locations:
 1. County Board Room
 2. Courtroom Floor
 3. Community Center Room 145B (For EOC Operations Only)
- G. Adams County uses several systems to backup the hardware and data stored on county owned and maintained systems. Data backups are not meant as archives for records, backup software is a tool used by the MIS Department to protect the integrity of the County data.
 1. Backup of Data is done on the following schedule and kept for the designated times.
 2. Daily backup tapes are kept for 1 week.

3. Weekly backup tapes are kept for 1 month
4. Monthly backup tapes are kept 5 months
5. Year end backup tapes are kept for 2 years.
6. Backup sets run monthly and yearly are kept off site in a fire safe area or vault.
7. AS400 and Linux backups run separately but follow the same procedure.
8. Backups of particular data may be requested, such as a End of Year Financial, those will be given to the requesting department and will be maintained and secured by them. The requesting department will be charged for the necessary media.

6.05 Phone System.

- A. The MIS Department shall be responsible and on call to support the County's phone system.
- B. Changes to user phone settings must be requested in writing.
- C. Voice mail is available to users and must be approved by the Department Head using the Employee Access Change Form.
- D. Phone brands/models are standardized by the MIS Department.
- E. Phones and fax machines cannot be moved before contacting the MIS Department for proper configuration on the associated ports or jacks.
- F. Internal phone extensions are 3 digit numbers and cannot be dialed from outside of the Courthouse. Extensions starting with the number 2, 3 or 5 have a corresponding external number: 339-4xxx, xxx being the extension number.

SECTION 7 - INTERNET & E-MAIL USE POLICY

7.01 Administrative Policy. The Adams County Board of Supervisors authorizes the use of email and Internet related services for the support of County tasks:

- A. **Statutory References.** The Adams County Board of Supervisor's may establish rules and regulations in reference to managing the interests and business of the County under State Statute 59.03.
- B. **Operational Guidelines.** General use of the email and Internet related services is a privilege, not a right, which may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to email and Internet related service activity.

7.02 Definition of Terms.

- A. Department Head: refers to the Director or Manager of a department or agency, or the department's designee.
- B. Internet: - refers to an "External" network with many web servers containing web pages used to display information to the public.
- C. County Web Page - refers to the URL co.adams.wi.gov for the purpose of providing county related information to the public.
- D. Filtering - To filter and block certain items from the Internet based on URL address, category, user, port, protocol, attachments and other criteria.
- E. Malicious Code - Computer viruses or other programs introduced purposely to disrupt, destroy or damage County information technology.
- F. Internet Service Provider (ISP) - Internet provider selected for use by Adams County to provide Internet access.
- G. Spam - Unsolicited e-mail that is received.
- H. Web Based E-mail - Refers to Internet web sites that offer free browser based e-mail in an effort to lure users onto their site to promote advertisements and services.

7.03 Purpose. The purpose of this policy is to ensure that employees of Adams County understand the way in which the Internet and Electronic mail (e-mail) should be used in the organization. It aims to ensure that these tools are used effectively for its intended purpose without infringing legal requirements or creating unnecessary business risk.

7.04 **Scope.** Anyone provided access to the Adams County Internet and e-mail system is subject to this policy. Failure to comply may lead to disciplinary action in accordance to Union Contracts and the Personnel Manual. At the same time, your conduct and/or action(s) may be unlawful or illegal and you may be personally liable.

7.05 **General Principles.** The County provides access to the Internet and e-mail system to support its business activities. Access to this system is granted to County employees on this basis. All communications transmitted over the Adams County network are governed by Adams County's anti-harassment and anti-discrimination policies.

A. **E-mail.** E-mail System consists of a Microsoft Exchange Server that is used to send and receive email messages from internal and external mail accounts. Our computers use Microsoft Outlook software to view and send our messages. Users must log into the county domain to access e-mail. E-mails sent or received on the County e-mail system are not private property they are part of the administrative record of the County.

1. No user should currently have pst files for personal folders and archiving storage of a users email in Outlook
2. All deleted e-mail messages are automatically purged each time the users exits the Outlook e-mail system
3. Etiquette - Care should be taken when using e-mail because e-mail messages are perceived to be less formal than paper-based communication and there is a tendency to be lax about their content. Users of e-mail systems shall not send email messages that contain profanity, obscenity, nudity or defamatory language. Bear in mind that all expressions of fact, intention and opinion via e-mail can be held against you and/or Adams County in the same as a verbal and written expression.
4. E-Mail Filtering & Filter Reporting - The County reserves the right to filter specific file types, to prevent transmission, to restrict email size for both incoming and outgoing messages and attachments. E-mail filtering is also used to detect certain phrases that may also be prevented from incoming and outgoing messages. The MIS Department is responsible for filtering and e-mail system reporting.
5. Virus Protection - The County Email system has virus detection software loaded on the server to check all incoming and outgoing messages on the server for email viruses. This software is updated daily to keep up to date with new viruses.
6. Spam Filtering - Adams County has spam filtering software to prevent thousands of junk (spam) email messages from being sent to employees inboxes.
7. (vii) External E-Mail Accounts - Other Internet providers such as State agency or university accounts in lieu of a County account may be used. However, if the internet and/or email is accessed using the County's ISP, the user will need to adhere to this policy. Licensing, maintenance and compliance to any records retention policies are the responsibility of the providing agency.
8. (viii) E-mail Retention - The legal custodian and each user are responsible for maintaining public record e-mail messages and attachments. To that end the MIS Department has implemented email archiving. All incoming and outgoing email messages (whether determined to be a public record according to Sec. 19.32 to Sec. 19.39, Wis. Stats. Wisconsin Public Record Law or not) will be archived for a period of 7 years and then will be destroyed. Users may print out and file public record e-mail messages and attachments for email that has to be kept indefinitely.
9. E-mail Records Request Process: All questions or requests made to Adams County for viewing public record e-mail messages should be sent directly to the records custodian. Any questions from users regarding whether or not an e-mail message should be released under the record retention policy should be directed to the Corporation Counsel. The request will then be processed by records custodian.
10. E-mail Confidentiality - E-mail is not a confidential form of communication. The sending of e-mail messages with confidential information is prohibited internally or externally unless the confidential data is encrypted and password protected. You are

expected to treat such electronic information with the same care as you would paper-based information that is confidential. Keep all such information secure, use it only for the purpose(s) intended and do not disclose the same to any unauthorized third party (which may sometimes include other employees of the County).

11. (xi) Signature files are used to identify the sender and the senders contact information. All signature files will be setup by the MIS Department upon setup of e-mail. The following information is required: first name, last name, title, and a specific or general telephone number, and the following disclaimer if transmitting confidential information: *"This document may contain information covered under the Privacy Act, 5 USC 552(a), and/or the Health Insurance Portability and Accountability Act (PL 104-191) and its various implementing regulations and must be protected in accordance with those provisions. Healthcare information is personal and sensitive and must be treated accordingly. If this correspondence contains healthcare information it is being provided to you after appropriate authorization from the patient or under circumstances that don't require patient authorization. You, the recipient, are obligated to maintain it in a safe, secure and confidential manner. Re-disclosure without additional patient consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanction. If you have received this correspondence in error, please notify the sender at once and destroy any copies you have made".*

B. Internet.

1. Employees are prohibited from accessing, downloading, displaying and distribution of sexually explicit images and materials. Employees are also blocked and prohibited to access the following categories of web sites when using the internet:
2. Downloading music and/or movies – copyright concerns as well as misuse of bandwidth.
3. Instant Messaging – Public record, virus, and misuse concerns.
4. Dating sites – Could lead to harassment or inappropriate material displayed.
5. MIS may block other web sites or content categories to ensure adequate internet bandwidth. In addition, certain ports, protocols, users, timeframes, URL addresses, and other items may be filtered.
6. County Internet Sites: Adams County maintains the following internet sites:
<http://co.adams.wi.gov> – County's main government internet page
<http://www.adamscountylandrecords.com> – Adams County's land record and information site.
7. The MIS Department publishes the final content to the live web page to ensure appropriate content is published.

SECTION 8 – SUPPORT

8.01 General. The MIS Helpdesk should be available Monday through Thursday 8am to 5pm and Friday 8am to 4:30pm each normal work day by calling extension 567 or 339-4567. Should the helpdesk not answer, they are either on a call or had to step away momentarily. Please leave a message and you will receive a call back usually within 30 minutes. The MIS department also has someone "On Call" 24 hours a day 7 days per week & 365 days a year to resolve critical issues that absolutely cannot wait until the next work day. The 911 dispatchers can page MIS for after hour emergencies. Please note that poor planning does not constitute an emergency.

8.02 Levels of Support.

- A. **Level 1** – End users are expected to check obvious things such as electrical power, cable connections, etc. A common solution is to reboot (or restart) the computers.
- B. **Level 2** – The MIS Helpdesk can be contacted by calling extension 567 or 339-4567. Whoever answers the phone will open a new problem ticket and verify the required information, and may work with the user over the phone to correct the issue.
- C. **Level 3** – If the issue cannot be resolved over the phone the MIS Department will work

to resolve this ticket either on site or remotely. If the ticket cannot be completed in a timely fashion, the MIS staff may contract with an outside contractor to do the work.

8.03 Ticket Priority Definitions.

- A. **Critical** – Every effort must be made to resolve or down grade the ticket within 4 hours. Critical status will usually mean that an item effects daily operations for more than a single user or system.
- B. **High** – Every effort must be made to resolve or down grade the ticket within 24 hours. High status usually means that an item is more than an inconvenience but does not stop normal day to day functions for an office
- C. **Medium** – Every effort must be made to resolve or down grade the ticket within one (1) week. Medium status normally means that an item is an inconvenience to the user or users. However other options are available and can be used.
- D. **Low** – Every effort must be made to resolve or down grade the ticket prior to the tickets due date.
- E. **Pending** – Is a ticket status that allows MIS to put the ticket on hold until more required information is received from the user who submitted the ticket.

8.04 Maintenance.

- A. All scheduled computer or network maintenance which will impact production shall be done after normal work hours whenever possible.
- B. MIS shall make every effort to notify all users via email of any scheduled computer or network maintenance at least 24 hours in advance.
- C. All "Network Maintenance Notifications" (NMN) maintenance notifications shall be titled "NMN" – "followed by a description.
- D. Computers for non 24X7 departments will be shut down each night.

8.05 Ergonomics. Any ergonomic issues must be addressed by the Adams County Administrative Coordinator.

SECTION 9 – PUBLIC COMPUTER USE POLICY

9.01 All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the informational purpose for which they are provided and to follow these rules and regulations. Use of these systems is a privilege, not a right and inappropriate use can result in a cancellation of this privilege.

9.02 Responsible, Ethical Use.

- A. Using resources for educational and informational purposes only, not for unauthorized, illegal or unethical purpose.
- B. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others, by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
- C. Further respecting the privacy of others using public access workstations by not interfering with their use.
- D. Sending, receiving, or displaying text or graphics which may reasonably be construed as obscene.
- E. Persons using the equipment agree not to make any changes to the setup or configuration of the software or hardware.

9.03 Internet Usage.

- A. Children under the age of 18 should have parental permission and supervision to use the Internet. Adams County assumes no responsibility for the use of the Internet by children. It

is not possible to control specific information children and youth may locate on the Internet. It is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.

B. Misuse or abuse of any computer or Internet access will result in suspension of Internet access privileges.

C. Staff is available to assist you in your use of these resources, however because of the many different Internet applications available we cannot provide complete technical support for all applications.

D. Time limits for Internet access will be set to permit all persons equal access these limits will be clearly posted on the individual computers and will be strictly enforced if other customers are waiting.

9.04 Departmental Restrictions. The department in which the equipment is located may also restrict access and use to material pertinent to the type of business conducted within the department. This access may be more restrictive but may not broaden the interpretation of this policy. Any policy set by the department shall be posted within the department.

SECTION 10 – BUDGETING PROCESS

10.01 The MIS Department will compile a single budget for all technology and services covered under this policy for Adams County. Each department will provide to the MIS department on or before June 15th a MIS Budget Planning form.

10.02 Budget Approval Process.

A. June 15th all Departments requests for hardware, software or services will be turned into the MIS department.

1. MIS begins meeting with Departments to discuss requests to confirm compatibility and need.

B. July 15th MIS begins to incorporate all Departmental Technology Requests into the final Master MIS budget.

C. August Administrative and Finance Meeting(s): MIS begins meetings to discuss budget with home committee and get approval.

D. November – County Board Meets for final budget approval

E. January – Expenditures begin for budgeted items.

SECTION 11 – TECHNOLOGY STEERING COMMITTEE

11.01 The MIS Department will coordinate the formation of a Technology Steering Committee whose purpose is to identify; areas where the investment in technology will be of the most value to the County, trends that may make technology more important to an area, and mandates, rulings, and guidelines that may make changes to infrastructure necessary, allowing balanced input into the overall future technology plans for Adams County Government.

11.02 Committee Members. The Technology Steering Committee will include 7 members. The Committee members should be named as followed:

A. MIS Manager and/or representative

B. Administrative Coordinator/Director of Finance or representative

C. (ad hoc member) anyone deemed necessary by the committee, appointed by the committee serving limited term

D. GIS

E. Health and Human Services ((1) designated by the oversight committee)

F. Public Safety & Judiciary ((1) designated by the oversight committee))

G. (1)County Board Member (as designated /appointed by the County Board Chair

1 **11.03 Meeting Schedule.** Meeting of the Technology Steering Committee will take place once every
2 other month starting in January or as deemed necessary by the committee.
3

4 **11.04 Committee Responsibilities.**

5 A. Committee will make recommendations as to the overall directionality of the technology
6 investment plan for the county, by identifying needs of the county that may be met through
7 the implementation or continued use of technology.

8 B. Committee members will make recommendations as to technology related capital
9 improvement projects undertaken by the county, adhering to an equitable and fiscally
10 responsible division of the county's technology investment.

11 C. Committee members will supply information on new or updated State, Federal, and local
12 policies, rulings, guidelines or available funds that will directly or indirectly impact the
13 county's technology investment.
14

15 ***NOTICE** – All the policies listed above are created for security and/or administrative purposes and will
16 be enforced. Any deviations from the policy will require the approval of the MIS Manager and in some
17 cases, the Administrative and Finance Committee. The protection of confidential information is vital to
18 the interests and success of the County. Any employee who discloses confidential information will be
19 subject to disciplinary action in accordance with the County HIPAA policy, Union contracts and the
20 Personnel manual. Violation of this policy may be grounds for preventing access and or disciplinary
21 action. Accessing the county network in any manner constitutes agreement to comply with this Policy
22 and no other agreement shall supersede.

CHAPTER TEN: GENERAL ADMINISTRATIVE AND DEPARTMENT POLICIES

SECTION 1 - PARKING POLICY

1.01 Adams County supports a policy of no preferential parking based on job status. However, because it is important to ensure convenient access by all County customers, vendors, and citizens, the first row of parking closest to any County building or facility shall not be utilized by County employees during normal hours of operation.

2.01 Parking for disabled individuals is generally available at all facilities pursuant to Wis. Statutes 346.503. Disabled employees or employees with special parking needs must request accommodation from the Administrative/Coordinator/Director of Finance.

3.01 Penalty for violation of this policy may include disciplinary measures, up to and including termination of employment.

SECTION 2 - RECOGNITION

2.01 **Recognition.** Recognition for years of service will be given to the members of the County Board, Committees, Boards, Commissions and all County employees and volunteers as follows:

- A. A certificate for every five (5) years of continuous service.
- B. A plaque for twenty-five (25) years of service.
- C. A clock for those who retire or leave (excluding disciplinary termination) after ten (10) continuous years or more of service along with a resolution thanking the employee for all their years of service.

2.02 All recognition will be given at the January County Board meeting for all items with the exception of the clock, which will be given at the time of termination and the plaque, which will be given at the County Board meeting in the quarter the employee attains twenty-five (25) years of service.

SECTION 3 - TOBACCO USE

3.01 **Smoking.** There shall be no use of tobacco products allowed in any enclosed County buildings/facilities, County owned or leased property or County vehicles per Ordinance 3-2009.

3.02 **Exceptions.** See Ordinance 3-2009.

SECTION 4 - CLAIMS AGAINST THE COUNTY

4.01 Claims filed against the County or a Department shall be filed with the County Clerk, who shall provide copies to the insurance carrier, the Administrative Coordinator/Director of Finance, the Corporation Counsel, and the Administrative & Finance Committee. All claims shall be processed in accordance with §59.07(1) and (2). The Corporation Counsel shall review every claim(s) against the County. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and take appropriate legal action, or after review shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

SECTION 5 - VEHICLE POLICY

5.01 Drivers and operators of County vehicles and equipment shall be properly trained and licensed.

5.02 Employees are not permitted to use County vehicles for a personal purpose. The only exceptions to this rule are incidental stops. Examples are stops at a restaurant for a meal, an Automatic Teller

Machine (ATM) or financial institution, urgent care or emergency room or a gas station or convenience store.

5.03 Unauthorized personal use of County vehicles is prohibited conduct, which could result in disciplinary action. Department Heads shall monitor employee's use of County vehicles to ensure all vehicles are utilized for authorized official County purposes only. No County vehicle, except those designated by Department Policy shall be driven to an employee's home after or during work hours.

5.04 No one other than County employees shall be allowed to operate a County vehicle.

5.05 The County's Vehicle Policy applies to volunteers conducting sanctioned business on behalf of the County as approved by the Department Head.

5.06 Misuse of County vehicles shall be reported to the Department Head and if necessary, the Administrative Coordinator/Director of Finance for appropriate action.

5.07 Department Assigned Vehicles (Class 1).

A. Consistent with this Policy, authorization to use vehicles that are assigned to Departments shall be provided by the Department Head or their designee.

B. Department vehicles may be assigned for temporary work-to-home use in situations where an employee is reporting to a temporary work site and such accommodations provide a definable benefit to the County and is compliant with IRS regulations for non-taxable assignments.

C. **Emergency Assignment of County Vehicles.** The Department Head may temporarily assign an available Department vehicle (work-to-home use) to an employee during a disaster, inclement weather or other such circumstance for which the employee may need to respond during regular business and/or after hours to work related situations. All other provisions of the Vehicle Policy are applicable.

5.08 Individual Assignment with Work-To-Home Use, Not Taxable (Class 3). This class includes:

A. Law Enforcement Vehicles; and

B. Situations in which an employee is reporting to a temporary work site.

Request for work-to-home use (Class 3) will be evaluated based on the definable benefit of such assignment to the County and compliance with IRS regulations for non-taxable assignments. Requests for assignments of County vehicles with work-to-home use shall be made by the Department Head and authorized by the Administrative Coordinator/Director of Finance.

5.09 Federal Income Tax. PVA shall be reported to the IRS in accordance with applicable Federal Regulations. Employees who receive any reimbursement for private vehicle use are advised to discuss tax issues with their individual tax consultants.

5.10 Operator Licensing. Operators of County-owned vehicles or recipients of any form of vehicle or mileage reimbursement or allowance shall possess a valid Wisconsin Driver's License.

A. Operators of vehicles or equipment requiring a special class license shall possess a license prior to operation of such vehicle or equipment.

B. Employees who regularly operate a County vehicle shall report to the Personnel Director, through their supervisor, any suspension, revocation or restriction of their driver's license within ten (10) business days. No county employee may operate a vehicle while his or her license to operate the vehicle is suspended or revoked.

C. Applicants for positions in employee classifications that require the ability to obtain a valid driver's license will be required to complete a supplemental application to identify the acceptability of their driving record. The final applicant will have their driving record verified through the Personnel Director prior to appointment.

- 1 D. Current employees in employee classifications that require the ability to obtain a valid
2 driver's license will have their driving records verified through the Department of Motor
3 Vehicles (DMV). A current copy of driving records may be filed with the employee's
4 records. An employee negatively affected by this record shall be afforded an opportunity to
5 present evidence showing the record is erroneous, or that there were mitigating circumstances
6 surrounding the negative elements of the report.
- 7 E. Use of a County vehicle by an employee shall be reviewed by the Personnel Director when an
8 employee's motor vehicle report indicates of the following:
- 9 1. Two (2) moving violations within the preceding twelve (12) months;
 - 10 2. One (1) Accident within the preceding twelve (12) months; or
 - 11 3. As required by any Federal or State Safety Regulation or Law.
- 12

13 **5.11 Safety.** Employees shall operate vehicles and equipment in compliance with the traffic laws,
14 operator licensing requirements, vehicle dimensions and weight limits, and vehicle equipment
15 requirements of the Wisconsin Statutes.

- 16 A. Operators and passengers of County vehicles and equipment shall wear seat belts at all times.
- 17 B. Operators of County vehicles and equipment shall exercise every reasonable caution and care
18 while operating County vehicles and equipment.
- 19 C. **Illegal Drugs.** Driving any County vehicle or operating any County equipment, with a
20 detectible amount of a restricted controlled substance or in the possession of any illegal drug,
21 except for the transportation of such drugs that have been confiscated as evidence, is strictly
22 prohibited. Violations of this Policy subjects the individual to disciplinary action, up to and
23 including discharge.
- 24 D. **Alcoholic Beverages.** No person shall operate County vehicles or equipment. County
25 vehicles shall not be used to transport alcoholic beverages under any circumstances, except
26 for the transportation of such beverages that have been confiscated as evidence, or used in
27 intoxication detection training conducted by law enforcement personnel. Violations of this
28 Policy subjects the individual to disciplinary action, up to and including discharge.
- 29 E. **Smoking.** Smoking is prohibited in all County owned or leased vehicles and equipment.
- 30 F. **Prescription Drugs.** No person shall operate vehicles or equipment if taking prescription
31 medications that impair or impede their ability to operate a vehicle safely. Employees taking
32 prescription drugs that may impact their ability to safely operate a vehicle and/or equipment
33 should immediately notify their manager and/or supervisor.
- 34 G. Misuse of County vehicles will be reported the Department Head and, if necessary, the
35 Personnel Director for appropriate action in consultation of the Administrative
36 Coordinator/Director of Finance.
- 37

38 **5.12 Corrective Action.** Operators of County vehicles and equipment shall exercise reasonable care
39 and caution while driving, and comply with the provisions of this Policy. Corrective actions for violation
40 of this Policy are the responsibility of the employee's immediate supervisor and Department Head.

41

42 **5.13 Vehicle Operations.**

- 43 A. County Departments and Offices shall be responsible for reporting any and all vehicle and
44 equipment mechanical problems to the Department Head as soon as possible. All accidents
45 involving County vehicles or on County time, shall be reported to the Administrative
46 Coordinator/Director of Finance as soon as possible. Users shall also be responsible for
47 following the Department Policies for scheduled service when notified of service due.
- 48 B. Vehicle operators shall be responsible for fueling vehicles.
- 49 C. County vehicle and equipment operators shall be responsible for checking oil and water
50 levels, tire pressure, and condition while fueling, or not less than once per month.
- 51 D. Operators shall maintain the cleanliness of vehicles.

- 1 E. Parking fees associated with County business are reimbursable upon receipt of proper
2 documentation. Parking tickets are the responsibility of the driver receiving the ticket and
3 should be resolved in a timely manner.
4 F. Any modification to County vehicles must be pre-approved by the Administrative
5 Coordinator/Director of Finance and completed by the Department.
6

7 SECTION 6 – SOLICITATION POLICY

8
9 6.01 Adams County maintains a business atmosphere in all operations and facilities, and as such,
10 solicitation and distribution activities on County premises by employees and non-County employees may
11 unduly interfere with the normal operations of the County, may interfere with efficiency, may be
12 personally annoying, and may pose a threat to security.
13

14 6.02 Vendors of any kind are not allowed to solicit Adams County employees to purchase goods and
15 services for their personal use during working hours on County property.
16

17 6.03 Persons who are not employed by the County are prohibited from soliciting funds or signature,
18 conducting membership drives, posting, distributing literature or gifts, or engaging in any other forms of
19 solicitation of County employees on County property.
20

21 6.04 There are non-solicitation notices at each building entrance. If a vendor attempts to solicit
22 employees, the Department Head shall show the vendor a copy of this policy and direct any questions to
23 the Administrative Coordinator/Director of Finance Office.
24

25 6.05 Adams County recognizes that employees may have interests in events and organizations outside
26 and occasionally within the workplace. Employees may discuss these interests during their breaks and
27 unpaid lunch hours, but may not solicit or distribute literature concerning these activities during
28 scheduled work time.
29

30 6.06 Adams County, as a community partner, does authorize employee participation in the following
31 activities:

- | | | |
|-------------------------|----|--------------------|
| 32 • American Red Cross | 38 | • Relay for Life |
| 33 • Angel Tree | 39 | • Salvation Army |
| 34 • Coats for Kids | 40 | • Scholarship Fund |
| 35 • Holiday Tree | 41 | • Stuff the Bus |
| 36 • Humane Society | 42 | • United Way |
| 37 • Project Lifesaver | | |

43
44 6.07 The posting of written solicitations on County bulletin boards is also restricted to events
45 sponsored by non-profit organizations. Further, employees shall not use the Adams County e-mail to
46 solicit fundraisers, ticket sales or other charitable activities, unless prior approval is granted by the
47 Administrative Coordinator/Director of Finance.
48

49 SECTION 7 – PERSONAL CELL PHONE USE

50
51 An employee may use their personal cell phone in case of emergency, to conduct their personal business
52 while on break, lunch, before work hours or after work hours. Cell phones should have the ring tone
53 turned off as not to disrupt work during business hours. Due to potential liability risks, employees who
54 are driving county vehicles and conducting county business shall not use their personal cell phone while
55 driving, unless required as part of their job duties. When it is necessary to make or accept a phone call
56 while driving the employee shall make every effort to safely pull off the roadway until the phone business
57 is concluded. Per Wis. Statutes-employees are prohibited from texting while operating a vehicle for
58 county business.

CHAPTER ELEVEN: SAFETY POLICIES**SECTION 1 - SECURITY**

1.01 No employee shall permit anyone in the Courthouse before 7:30 a.m. or after 4:45 p.m., unless they know the person and are doing business with them. Exceptions to this will be when the Courthouse is opened by the Maintenance Department for County Board meetings or other County related meetings in the Courthouse. The security hours may vary for other County Offices not located in the Courthouse, depending on the hours of work for certain offices. Each Department shall have an established policy for the hours in which their building and office shall be open and it shall be communicated with all employees in the Department.

SECTION 2 - NOTICE OF INJURY

2.01 Reporting an Injury. The immediate concern is to ensure that the employee or volunteer receives immediate medical attention as needed. An employee shall immediately report to his Department Head or immediate supervisor any injury, whether medical attention is required or not, that allegedly incurred while in the course of his employment. An employee's failure to report an accident within twenty-four (24) hours of the injury shall result in disciplinary action. The Department Head or Immediate Supervisor will file the Employer's First Report of Injury or Disease within twenty-four (24) hours of the employee's notice of injury. Complete the "Employer's First Report of Injury or Disease" form, available electronically or in the Personnel Director's office, within twenty-four (24) hours of the employee's notice of injury. The Personnel Director or their designee will have twenty-four (24) hours to report the claim with the Insurance Carrier once notification of the injury is received. If the Department Head is out of the office for more than twenty-four (24) hours, the next immediate supervisor of the Department shall be notified and is responsible for reporting the injury. It is the responsibility of the Department Head to notify all employees or the next immediate supervisor when he is out of the office.

This policy shall also apply to all County volunteers. Failure to comply with the policy by a volunteer of the County may result in the volunteer not being allowed to perform volunteer duties on behalf of the County any longer.

2.02 If non-emergency medical treatment is required.

A. If non-emergency medical treatment is required on the day of injury or suspected at a later time, provide the injured employee with the following materials:

1. Job Assessment Form - to be completed by the Department Head.
2. Return to Work Form - to be completed by the attending physician.

B. Also instruct the employee to:

1. Inform the attending physician that transitional duty work may be available.
2. Provide the forms to his physician at the time of treatment.
3. Advise that all questions regarding traditional duty work assignments should be directed to the Personnel Director.
4. Obtain a completed Return to Work Form from the physician at the time of exam.
5. Failure to report to work or contact a manager within twenty-four (24) hours following medical treatment may result in disciplinary action.

2.03 In an emergency. Management should provide the attending physician with the above stated information, as it becomes available.

2.04 If an employee will be absent from work in excess of three (3) days the Department Head or Immediate Supervisor is responsible for consulting with the Personnel Director for the proper procedures for the employee's return to work.

2.05 Failure of the Department Head or immediate supervisor to comply with the above Policy shall be reported to the Personnel Director and may result in disciplinary action. Any suspicion of fraud shall to be reported to the Corporation Counsel and Personnel Director for investigation. If the claim is found to be fraudulent, this shall result in disciplinary action.

SECTION 3 - WORKPLACE VIOLENCE POLICY

3.01 **Purpose.** The County does not tolerate acts of workplace violence committed by or against employees and strictly prohibits employees from making threats or engaging in violent acts. This is a Zero-Tolerance Policy, meaning that the County will discipline, up to and including discharge, any employee found to have violated this Policy.

3.02 **Prohibited Conduct.** Prohibited conduct includes, but is not limited to:

- A. Injuring another person physically.
- B. Engaging in behavior that creates a reasonable fear of injury in another person.
- C. Engaging in behavior that subjects another individual to extreme emotional distress.
- D. Possessing or using a weapon while on County premises or engaged in County business, except Law Enforcement Officers while acting in an official capacity.
- E. Brandishing a weapon while on County premises or engaged in County business.
- F. Damaging property intentionally.
- G. Threatening to injure an individual or damage property.
- H. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

3.03 **Identifying and Responding to Risks.** The County identifies and responds to workplace violence hazards as follows:

- A. **Threat assessment.** A Threat Assessment Team consisting of the Administrative Coordinator/Director of Finance and/or Personnel Director, a representative from the Sheriff's Department, appropriate Department Head, and any other appropriate individuals will assess the County's vulnerability to violence and determine the appropriate preventative measures. The Threat Assessment Team shall annually review the workplace to identify existing or potential violence hazards. The worksheet review should include, but not be limited to, inspecting security measures, analyzing records of violent incidents and monitoring trends, and conducting screening surveys to learn about employees' security concerns. The Personnel Director's Office maintains records of all threats and incidents of violence committed against employees.
- B. **Security planning for at-risk employees.** Some employees are known to be at risk for violence because of the nature of their jobs. Other employees can be at risk because they are subject to violence, threats, or harassment from a current or former spouse, partner, or other non-employee. The Personnel Director will work with at-risk employees and their supervisors to develop safety plans that address the specific risks the employees face while at work.
- C. **Pre-hire screening.** The Personnel Director shall take reasonable steps to review job candidates' backgrounds to determine if they have a history of committing violent acts or making threats. Pre-hire screening generally consists of reference checks with prior employers and criminal background checks.

3.04 **Guidelines for Handling Violent Situations.** The Personnel Director shall maintain and distribute to all employees detailed guidelines and procedures for handling workplace violence and threats. The guidelines should be developed with the advice of law enforcement personnel or qualified security consultants. The Threat Assessment Team is responsible for periodically reviewing the guidelines to ensure that they are adequate and up-to-date. If a violent incident occurs, the Threat Assessment Team must re-evaluate the guidelines and procedures and modify them accordingly.

1 **3.05 Support for Victims of Violence.** Victims of violent incidents in the workplace may have to
2 contend with a variety of medical, psychological, and legal consequences. The County accommodates
3 victims of workplace violence by:

- 4 A. Referring victims to appropriate community resources, such as the Employee Assistance
5 Program, medical centers, counseling services, victim advocacy groups, legal aid, and
6 domestic violence shelters.
- 7 B. Review work hours or short-term or extended leave.
- 8 C. Cooperating with law enforcement personnel in the investigation of the crime and the
9 prosecution of the offender.
- 10 D. Providing a debriefing for employees twenty four (24) to forty eight (48) hours after a serious
11 violent occurrence to explain what happened and what steps are being taken by the County to
12 support affected employees.

13
14 **3.06 Enforcement.** All acts of violence, harassment, or threats committed on County premises must
15 immediately be reported to the Personnel Director's Office and the Sheriff's Department. All employees
16 who commit violent acts or who otherwise violate this Policy are subject to corrective action or discipline,
17 up to and including discharge. The County will seek the prosecution of all who engage in violence on its
18 premises or against its employees while they are engaged in County business.

20 SECTION 4 – DRUG AND ALCOHOL TESTING

21
22 **4.01** A County employee shall be required to submit to drug and alcohol testing in the event of the
23 following occurring within the scope of employee's duties for the County:

- 24 A. An accident of any nature that results in the employee seeking immediate medical treatment.
- 25 B. An accident or incident that results in the damage of County or personal property (outside the
26 normal scope of duty, including but not limited to such things as a mailbox by a snowplow or
27 wildlife).
- 28 C. In situation where a citation is issued to the employee for an accident or incident occurring
29 within the scope of employee's duties for the County. Upon receiving a citation, an
30 employee must immediately notify their Department Head.

31
32 **4.02** In the event of any occurrence above, the employee is prohibited from consuming any alcohol
33 until he or she has been tested and must remain available to the Department Head for testing (unless
34 emergency medical treatment is required). In the event a Department Head has an occurrence as
35 described above, they must remain available to the Personnel Director or the Administrative
36 Coordinator/Director of Finance.

37
38 **4.03** All efforts shall be made to test for alcohol within two (2) hours after the occurring event. If that
39 cannot be accomplished, the reason for the failure must be documented by the Department Head or
40 his/her designee and further attempts shall be made for the next six (6) hours. If testing cannot be
41 completed within eight (8) hours, the reason for the failure must be documented.

42
43 **4.04** A drug test shall also be conducted within 32 hours of the occurring event or the Department
44 Head or his/her designee shall be required to document the reasons for the failure. The Department Head
45 or their representative will determine which method will be used to transport the employee to the testing
46 site.

47
48 **4.05** A refusal and/or interference with required testing, per above, shall constitute a violation of this
49 Policy and will be considered a positive test result. Refusal and/or interference to test, or a positive result,
50 shall result in disciplinary action, up to and including termination.

SECTION 5 - POLICY ON A DRUG AND ALCOHOL FREE WORKPLACE

5.01 The County declares any location at which the County conducts its business to be a tobacco, alcohol and drug-free workplace. Any employee violating this Policy is subject to discipline, up to and including discharge. Any act of discipline shall be carried out pursuant to the applicable Personnel and General Administrative Policies or union collective bargaining agreement.

5.02 Use of Prescription Medication. This Policy, however, does not prohibit an employee from ingesting a legally obtained prescription drug that was legally issued to said employee. Because prescription medication can also affect an individual's demeanor and job performance, it is the employee's responsibility to notify his immediate supervisor if he is taking legal prescription drugs that may affect performance or ability to perform the position duties. Such prescription drugs must be given under medical supervision and may not interfere with the performance of job duties.

SECTION 6 - MAINTENANCE AREAS

6.01 For safety, security and liability issues, only employees of the Maintenance Department shall be allowed in the Maintenance Office and any maintenance areas of the Courthouse and Community Center buildings. The only exception shall be that authorized repair and inspection vendors, or the MIS Department shall be allowed in maintenance areas, and shall be accompanied by a Maintenance Department Employee. Any other persons shall only enter these areas with prior authorization from the Lead Foreman of the Maintenance Department.

6.02 Any other County buildings shall have the maintenance areas properly marked and listed as employee only access. Only employees authorized by the Department Head shall be allowed access. All safety and security measures shall be taken prior to entering maintenance areas per the Department's Policies. The only other person(s) that shall be allowed access include authorized repair and inspection vendors and shall be accompanied by an authorized employee of that building.

SECTION 7 - COURTHOUSE CLOSING

7.01 A decision to close one (1) or more County Departments or facilities because of inclement weather or adverse physical working conditions shall be made by the County Board Chair after consultation with the Highway and Sheriff's Department, if needed.

7.02 If County facilities are to be closed for the entire day due to inclement weather, radio stations that list local school closings should be notified before 6:00 a.m. if possible. Salaried employees shall be paid regular pay if the facilities are closed for the entire day, and will not be required to use compensatory, holiday or vacation time.

7.03 Employees will be paid only for time worked because of an early closing. Employees may use available vacation time or compensatory time, but may not use sick leave, for hours lost under this Policy. Employees may work when their Departments are closed only with specific approval of the employee's Department Heads.

SECTION A - DEFINITIONS

A.

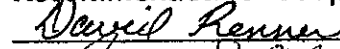


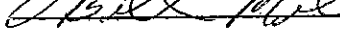
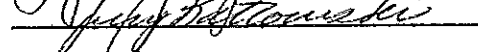
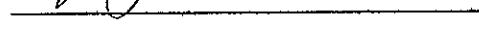
- a) **Board:** The County Board of Supervisors.
- b) **Classification:** The process of assigning the wages for a newly created position.
- c) **Demotion:** The assignment of an employee from one (1) class to another class with a lower pay grade.
- d) **Department Head:** A County Official with the responsibility for the operation of a County Department.
- e) **Department Supervisor:** Any individual who has authority to recommend, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other employees, or to recommend adjustment to a grievance.
- f) **Disability:** The term disability means, with respect to an individual: A physical or mental impairment that substantially limits one (1) or more of the major life activities of such an individual; record of such an impairment; or being regarded as having such an impairment.
- g) **Discharge:** The removal of an employee from their employment with the County.
- h) **Disciplinary Action:** The action taken to discipline an employee for cause which may include any action from a verbal reprimand up to and including discharge.
- i) **Employee:** An individual who is legally employed by the County and is paid in part or whole through the County payroll.
- j) **Exempt Employee:** An employee who is not covered by the provisions of the Federal Fair Labor Standards Act.
- k) **Full-Time Employee:** A person working regularly a minimum of thirty-seven and one-half (37 ½) hours per week.
- l) **Grievance:** A written employee complaint, which alleges unsafe working conditions, unjust application of discipline, or unfair application or violation of the personnel rules and regulations of the County or the Department for which the employee works. The complaint shall state the rule or policy believed to have been violated and the remedy sought.
- m) **Home Committee:** A Committee, Board or Commission established by the County Board to be the Home Committee for a particular Department.
- n) **Hourly Employee:** A person employed on a regular or irregular basis and paid an hourly rate.
- o) **Immediate Family Member:** An employee's spouse, children, stepchildren, parents, grandparents, stepparents, or other legal relation who contributes more than one-half (1/2) of support of the employee or receives that level of support from the Official.
- p) **Job Description:** A written description of a position containing the title, a general statement of the duties and responsibilities, qualifications required and desirable training and experience.
- q) **Layoff:** The separation of an employee because of lack of work, lack of funds, or the abolishment of a position.
- r) **Length of Service:** The continuous length of service with the County from an employee's last date of hire. Length of service shall be broken only by retirement, resignation or discharge.
- s) **Limited Term Employee:** A person hired for a specific period of time.
- t) **Non-Exempt Employee:** An employee who is covered by the provisions of the Fair Labor Standards Act.
- u) **Official:** A County Board Supervisor, Elected Official, Department Head or employee of the County.
- v) **Part-Time Employee:** A person working a regular or irregular schedule but less than thirty-seven and one-half (37 ½) hours per week.
- w) **Pay Steps:** The rates of pay established for each class of positions.
- x) **Pay Step Increase:** A scheduled pay increase within a classification.
- y) **Position:** A grouping of duties and responsibilities to be performed by an employee. A

DEFINITIONS - continued

- position may be filled or vacant, full-time or part-time, regular or temporary.
- z) **Promotion:** The assignment of an employee from one (1) classification to another classification with a higher pay grade.
- aa) **Pronouns:** Masculine gender pronouns used herein refer to persons of either sex.
- bb) **Reclassification:** The reassignment of a position from one (1) pay range to another to recognize a change in the duties and responsibilities of a position or to correct an error in the original assignment.
- cc) **Red-circled:** An employee is held at a particular grade and step on the pay scale, but shall receive any cost of living adjustments.
- dd) **Seasonal or Temporary Employee:** A person part-time or full-time hired for an abbreviated time span or in response to a special climatic or calendar need whose employment terminates at the end of the season or when the need no longer exists.
- ee) **Temporary Assignment:** An assignment for at least two (2) week's duration.
- ff) **Termination:** The removal of an employee from the payroll for voluntary, or involuntary reasons, including resignation, retirement or dismissal.
- gg) **Transfer:** The assignment of an employee from one (1) position to another in the same class or to a class with the same pay grade.
- hh) **Volunteer:** A person recognized and authorized to perform services for Adams County without receipt of salary or compensation other than reimbursement for reasonable expenses incurred in service to the County.

RESOLUTION 2011 - 52**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE PROPERTY**FISCAL NOTE:** \$2,528.64 REVENUE TO ACCOUNT NO. 100A12400-TAX PORTION;
\$21,121.36 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY SALES; \$200.00
REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE; \$30.00 REVENUE TO
ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS RECORDING FEES**WHEREAS:** Timothy A. Hine has submitted a bid of \$23,850.00 for the parcel of land described as follows: Tax No. 20-856 A parcel of land located in the Northeast Quarter of the Northwest Quarter (NE ¼ NW ¼) of Section 32, Township 16 North, Range 7 East which is bounded by a line described as follows: Commencing at a point near the center of C.T.H. "A" which is 339.21 feet South and 1339.83 feet east of the Northwest corner of said Section 32; thence South 58°28'E, 848.89 feet along C.T.H. "A" to a point of beginning; thence continuing South 58°28'E, 678.13 feet along C.T.H. "A"; thence north 1145.34 feet; thence North 89°50'W, 599.00 feet; thence South 781.03 feet to the point of beginning, in the Town of New Chester, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011 per judgment of tax foreclosure; and**WHEREAS:** Timothy A. Hine has submitted full payment of \$23,850.00 plus \$30 recording fee, which is on deposit with the County Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of Supervisors, that the above described property is hereby approved for sale to Timothy A. Hine for the bid of \$23,850.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Timothy A. Hine a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August, 2011.

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011._____
County Board Chair_____
County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$1,028.33 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$5,871.67 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Patrick Cole has submitted a bid of \$7,100.00 for the parcel of land
described as follows: **Tax No. 24-1657** Outlot One (1) of Greenbush Acres, a
recorded plat, in the Town of Preston, Adams County, Wisconsin; and

WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

WHEREAS: Patrick Cole has submitted full payment of \$7,100.00 plus
\$30 recording fee, which is on deposit with the County
Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Patrick Cole for the bid of \$7,100.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Patrick Cole a
Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.

David Renner *Lori J. Guinadi*
Jan E. Allen *Julie Kattowski*
Bill Miller

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair

County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$1,204.47 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$985.53 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Pavels Cernomordjis has submitted a bid of \$2,390.00 for the
parcel of land described as follows: **Tax No. 26-2249** Lot Twelve (12) and Thirteen
(13), Block Twelve (12), Third Addition to Dellwood Subdivision, together with that
portion of the South Half of the vacated Street abutting said premises on the North, in the
Town of Quincy, Adams County, Wisconsin; and

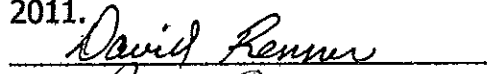





WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

WHEREAS: Pavels Cernomordjis has submitted full payment of
\$2,390.00 plus \$30 recording fee, which is on deposit with
the County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Pavels Cernomordjis for the bid of \$2,390.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Pavels
Cernomordjis a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair

County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$2,434.25 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$1,365.75 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Raymond Oesterreich has submitted a bid of \$4,000.00 for the
parcel of land described as follows: **Tax No. 30-1515** The North 120 feet of the
South 1141.9 feet of the West 546 feet of the Southwest ¼ of Section 12, Township 20
North, Range 6 East. (AKA Lot 30 of Fiesta Woods Subdivision, an unrecorded Plat)
in the Town of Rome, Adams County, Wisconsin; and

WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

WHEREAS: Raymond Oesterreich has submitted full payment of
\$4,000.00 plus \$30 recording fee, which is on deposit with
the County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Raymond Oesterreich for the bid of \$4,000.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Raymond
Oesterreich a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.


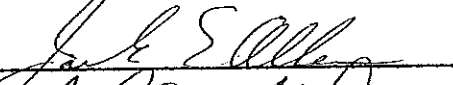

David Renner *Lori J. Gurnadi*
Jack E. Miller *Greg Kottowski*
Bill Miller

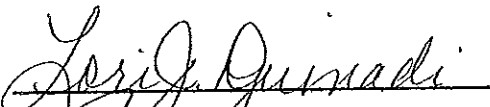

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair

County Clerk

RESOLUTION 2011 - 56**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$869.95 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$4,730.05 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Terry Farrey has submitted a bid of \$5,800.00 for the parcel of land
described as follows: **Tax No. 32-1615** Lot Eight (8), East Oak Valley in the Town
of Springville, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Terry Farrey has submitted full payment of \$5,800.00 plus
\$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Terry Farrey for the bid of \$5,800.00.**BE IT FURTHER RESOLVED:** That the County Clerk Issue to Terry Farrey a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair_____
County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$351.80 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$849.20 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Dale F. Degeler has submitted a bid of \$1,401.00 for the parcel of
land described as follows: **Tax No. 32-1629** The East Half of Lot Twenty Three
(23), East Oak Valley Plat in the Town of Springville, Adams County, Wisconsin; and


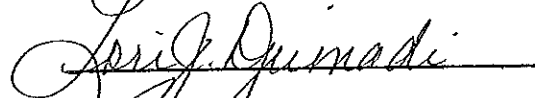
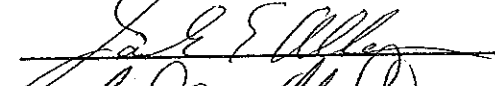


WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

WHEREAS: Dale F. Degeler has submitted full payment of \$1,401.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Dale F. Degeler for the bid of \$1,401.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Dale F. Degeler a
Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.

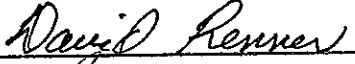
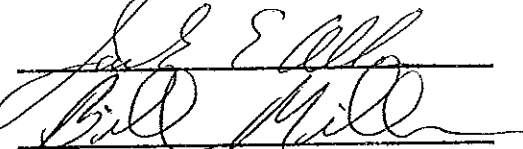
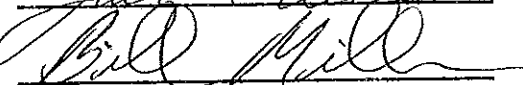
 
 
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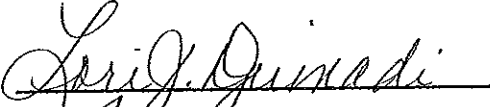

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair

County Clerk

RESOLUTION 2011 - 58**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$4,548.95 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$15,256.05 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Brian C. Potters has submitted a bid of \$20,005.00 for the parcel of
land described as follows: **Tax No. 34-2202-544** Lot Forty Five (45) Northern Bay
Subdivision in the Town of Strongs Prairie, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Brian C. Potters has submitted full payment of \$20,005.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Brian C. Potters for the bid of \$20,005.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Brian C. Potters a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair_____
County Clerk

RESOLUTION 2011 - 59RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$4,207.28 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$11,342.72 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Andrew & Lisa Fuller has submitted a bid of \$15,750.00 for the
parcel of land described as follows: **Tax No. 201-40** Lot One (1) of Adams County
Certified Survey Map No. 4037 in the City of Adams, Adams County, Wisconsin; and




WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

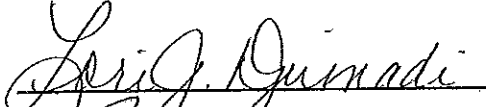

WHEREAS: Andrew & Lisa Fuller has submitted full payment of
\$15,750.00 plus \$30 recording fee, which is on deposit with
the County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Andrew & Lisa Fuller for the bid of \$15,750.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Andrew & Lisa
Fuller a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.






Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September, 2011.

County Board Chair

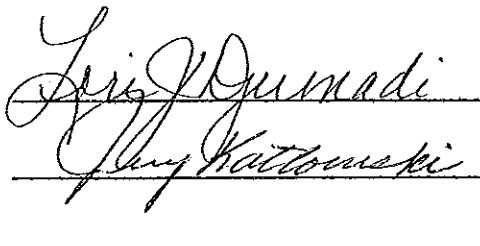

County Clerk

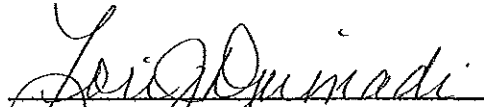
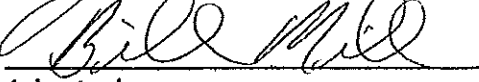
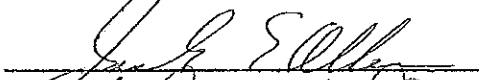
RESOLUTION 2011 - 60**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$5,850.92 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$2,954.08 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Lana Johnson has submitted a bid of \$9,005.00 for the parcel of
land described as follows: **Tax No. 201-133** Lot Two (2) and Three (3), Block
Three (3), Homewood Subdivision in the City of Adams, Adams County, Wisconsin;
and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Lana Johnson has submitted full payment of \$9,005.00 plus
\$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Lana Johnson for the bid of \$9,005.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Lana Johnson a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011.
_____
County Board Chair_____
County Clerk

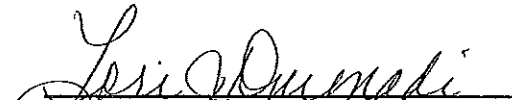
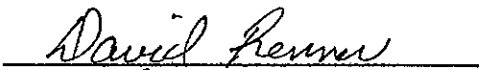
RESOLUTION 2011 - 61**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$2,731.05 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$3,088.95 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Richard Schilling has submitted a bid of \$6,020.00 for the parcel of
land described as follows: **Tax No. 201-579** Lots Nineteen (19) and Twenty (20) of
Block Two (2) of Stephens Subdivision in the City of Adams, Adams County,
Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Richard Schilling has submitted full payment of \$6,020.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Richard Schilling for the bid of \$6,020.00.**BE IT FURTHER RESOLVED:** That the County Clerk Issue to Richard Schilling
a Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011._____
County Board Chair_____
County Clerk

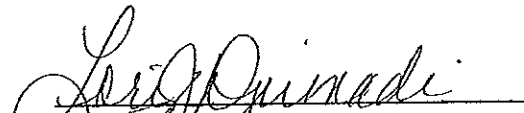
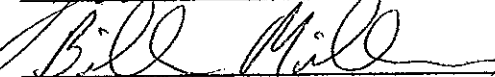
RESOLUTION 2011 - 62**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$3,000.00 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF
DEEDS RECORDING FEES**WHEREAS:** Joseph Sullivan has submitted a bid of \$3,000.00 for the parcel of
land described as follows: **Tax No. 201-630** Lot Three (3), Block Eight (8),
Stephens Subdivision in the City of Adams, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Joseph Sullivan has submitted full payment of \$3,000.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Joseph Sullivan for the bid of \$3,000.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Joseph Sullivan a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011._____
County Board Chair_____
County Clerk

RESOLUTION 2011 - 63**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$519.64 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$1805.36 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Kent R. Perkins has submitted a bid of \$2,525.00 for the parcel of
land described as follows: **Tax No. 4-1446** That part of the East Half of the East Half
of the Northwest Quarter (E ½ E ½ NW ¼) in the Town of Big Flats, Adams County,
Wisconsin. (AKA as Tract O of Plat B of Evergreen Acres); and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Kent R. Perkins has submitted full payment of \$2,525.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Kent R. Perkins for the bid of \$2,525.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Kent R. Perkins a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011._____
County Board Chair_____
County Clerk

RESOLUTION 2011 - 64**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$1,502.96 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$14,877.04 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Paul R. Schwanz has submitted a bid of \$16,580.00 for the parcel
of land described as follows: **Tax No. 2-1327** Lot Two (2) of Adams County
Certified Survey Map No. 555, in the Town of Adams, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Paul R. Schwanz has submitted full payment of \$16,580.00
plus \$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Paul R. Schwanz for the bid of \$16,580.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Paul R. Schwanz
a Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

David Renner
Jack E. Allen
Bill Mall

Linda J. Guinadi
Greg Katosowski

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011._____
County Board Chair_____
County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$381.54 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$1118.46 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Pavels Cernomordjis has submitted a bid of \$1,700.00 for the
parcel of land described as follows: **Tax No. 8-1750** Lot Seventy-four (74) Tall
Pines Plat. Also a 1/88th fraction interest in Out Lot One (1) of Tall Pines Subdivision, in
the Town of Dell Prairie, Adams County, Wisconsin; and

WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

WHEREAS: Pavels Cernomordjis has submitted full payment of
\$1,700.00 plus \$30 recording fee, which is on deposit with
the County Treasurer.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Pavels Cernomordjis for the bid of \$1,700.00.

BE IT FURTHER RESOLVED: That the County Clerk issue to Pavels
Cernomordjis a Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.

David Ranner

Liz J. Quinnadi

J. E. E. Allen

Jeff Butkowski

Bill Mill

Adopted _____

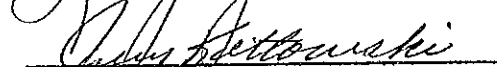
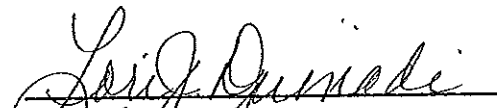
Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011.

County Board Chair

County Clerk

RESOLUTION 2011 - 66**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY****INTRODUCED BY:** PROPERTY COMMITTEE**INTENT & SYNOPSIS:** TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY**FISCAL NOTE:** \$298.18 REVENUE TO ACCOUNT NO. 100A12400-TAX
PORTION; \$901.82 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY
SALES; \$200.00 REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES**WHEREAS:** Shawn T. Witt has submitted a bid of \$1,400.00 for the parcel of
land described as follows: **Tax No. 10-1158** Lot Fifty One (51), Easton Assessor's
Plat No. 2, in the Town of Easton, Adams County, Wisconsin; and**WHEREAS:** Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and**WHEREAS:** Shawn T. Witt has submitted full payment of \$1,400.00 plus
\$30 recording fee, which is on deposit with the County
Treasurer.**NOW THEREFORE, BE IT RESOLVED** by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Shawn T. Witt for the bid of \$1,400.00.**BE IT FURTHER RESOLVED:** That the County Clerk issue to Shawn T. Witt a
Quit Claim Deed to the above described property.Recommended for adoption by the Property Committee this 29th day of August,
2011.

Adopted _____

Defeated _____ by the Adams County Board of Supervisors this

Tabled _____ 20th day of September, 2011._____
County Board Chair_____
County Clerk

**RESOLUTION TO APPROVE THE SALE OF
COUNTY ADVERTISED FORECLOSURE PROPERTY**

INTRODUCED BY: PROPERTY COMMITTEE

INTENT & SYNOPSIS: TO SELL COUNTY ADVERTISED TAX FORECLOSURE
PROPERTY

FISCAL NOTE: \$79.33 REVENUE TO ACCOUNT NO. 100A12400-TAX PORTION;
\$120.67 REVENUE TO ACCOUNT NO. 100.10.48350-PROPERTY SALES; \$200.00
REVENUE TO ACCOUNT NO. 100.10.46120 TREASURER FEE;
\$30.00 REVENUE TO ACCOUNT NO. 100.13.46130-REGISTER OF DEEDS
RECORDING FEES

WHEREAS: Eric M. Buell has submitted a bid of \$400.00 for the parcel of land
described as follows: **Tax No. 12-376** Adams County Certified Survey Map No.
252, in the Town of Jackson, Adams County, Wisconsin; and

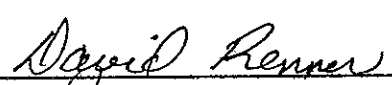
WHEREAS: Adams County took deed of this property on July 27, 2011
per judgment of tax foreclosure; and

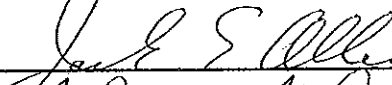
WHEREAS: Eric M. Buell has submitted full payment of \$400.00 plus \$30
recording fee, which is on deposit with the County
Treasurer.


NOW THEREFORE, BE IT RESOLVED by the Adams County Board of
Supervisors, that the above described property is hereby approved for sale to
Eric M. Buell for the bid of \$400.00.

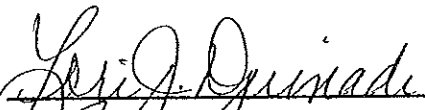
BE IT FURTHER RESOLVED: That the County Clerk issue to Eric M. Buell a
Quit Claim Deed to the above described property.

Recommended for adoption by the Property Committee this 29th day of August,
2011.











Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011.

County Board Chair

County Clerk

RESOLUTION 2011 - 68

RESOLUTION TO AUTHORIZE REESA EVANS OF THE LAND & WATER
CONSERVATION DEPARTMENT TO ATTEND THE NORTH AMERICAN LAKE
MANAGEMENT SOCIETY (NALMS) CONVENTION AND TRAINING IN
SPOKANE, WASHINGTON, FROM OCTOBER 24 THROUGH OCTOBER 28, 2011.

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: Authorize Reesa Evans to attend the North American Lake
Management Society (NALMS) Convention and Training in Spokane Washington from October
24 through October 28, 2011.

FISCAL NOTE: There will be no additional fiscal impact. Reesa Evans shall travel to and
attend the conference during normal work hours only while paying all expenses associated with
the Convention.

WHEREAS: Reesa is currently a member of the Board of Directors for NALMS and will be
making a presentation on the Adams-Juneau County section of the Wisconsin River Project; and

WHEREAS: Reesa's position as Adams County Lake Specialist requires her to maintain
credentials as a Certified Lake Manager so she may provide assistance to Adams County lake
organization on lake management issues; and

WHEREAS: Reesa's attendance will provide the opportunity for her to gain certification hours
to maintain her status as a Certified Lake Manager.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors
hereby authorizes Reesa Evans of the Land and Water Conservation Department to attend the
NALMS conference in Spokane, Washington, from October 24 through October 28, 2011, at her
own expense. All travel and attendance at said conference shall be during Ms Evans normal work
hours only.

Recommended for adoption by the Land and Water Conservation Committee this 12th day of
September 2011.

Land and Water Conservation Committee

Joe Stuber *Glenn Lippert* *Barbara A. Morgan*
Deane England *Karl Kling* *Heidi Bahr*

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September 2011.

County Board Chair

County Clerk

RESOLUTION TO REQUEST THE TOWNS OF ROME AND PRESTON TO CREATE
100 FEET NO-WAKE ZONES ADJACENT TO COUNTY OWNED DAMS

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: Request the Towns of Rome and Preston to create 100 feet no-wake zones adjacent to county owned dams.

FISCAL NOTE: \$2,600 previously approved by Land and Water Conservation Committee and Finance Committee (see attached Committee minutes).

WHEREAS: Adams County dams are important resources creating recreation for the public; and

WHEREAS: (Wisconsin State Law, Chapter 31, Chapter NR330, Chapter NR333) provides regulations and requirements dam owners must follow for public health, safety and welfare; and

WHEREAS: The Towns of Rome and Preston, per (Wisconsin State Statute Chapter 30.77) have enacted local regulations relative to boating in the interest of public health, safety and welfare; and

WHEREAS: It is in the best interest of Adams County and the Towns of Rome and Preston to make all efforts to insure public health, safety and welfare at Arrowhead, Sherwood, Camelot and Cottonville Dams; and

WHEREAS: Adams County and the Towns of Rome and Preston should make reasonable efforts to minimize activities that may decrease the structural integrity of Arrowhead, Sherwood, Camelot and Cottonville Dams.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby requests the Towns of Rome and Preston revise their ordinances to create within the lakes 100 feet no wake zones adjacent to the County owned dams located on Arrowhead, Sherwood, Camelot and Big Roche Cri Lakes; and

BE IT FURTHER RESOLVED: That the Adams County Board of Supervisors hereby requests the Towns of Rome and Preston to work cooperatively with the Adams County Land and Water Conservation Department (LWCD) and the Wisconsin Department of Natural Resources to identify the no wake zones with waterway markers, and that LWCD shall apply for permits, purchase markers and take responsibility for placement and removal of said markers.

Recommended for adoption by the Land and Water Conservation Committee this 12th day of September 2011.

Land and Water Conservation Committee

[Handwritten signatures: Karl Klingner, Barbara R. Morgan, and others]

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ 20th day of September 2011.

County Board Chair

County Clerk

be enormous. Motion by James, seconded by Klingforth to rebid the Sherwood Dam drainage system project. Motion carried unanimously.

Lake Arrowhead Groundwater Interaction Report: Murphy said there is really nothing, in terms of solutions, that would be cost effective. The dam is always going to flow a certain amount water through the toe drain. Lake Arrowhead Association is aware of the situation. Murphy recommended putting the report on the shelf and use it as a reference for people who have concerns about the lake level. Motion by Morgan, seconded by Licitar to keep the report on file as a reference. Motion carried unanimously.

Reauthorization of Committee Members for Sub-Committees: Motion by James, seconded by Licitar to keep committee assignments as is. Motion carried unanimously.

Animal Waste Management Ordinance: The ordinance has been forwarded to Corporate Counsel and DATCP for review, with DATCP giving their approval. Corporate Counsel is still reviewing. After discussion, it was decided to schedule a Special Committee meeting for February 24, 2011 at 6:00 p.m. to allow for public input.

Hammerly Update: 2010 projects are complete. The old facility will be closed this year.

Big Spring Update: Murphy stated that the modeling is occurring to verify design.

Tree and Shrub Sale: Johnson reported sales are going well and the deadline for orders is February 28. The top sellers are Norway Red Pine and White Pine.

Programmable Stream Monitoring Equipment: Murphy requested this be tabled until the March meeting.

County Conservationist Paying Dues to Non-Profit Organizations that he serves as Technical Advisor: After discussion, it was decided that dues should not be paid. The in-kind service provided should offset the dues.

County Website Update: Several updates have been completed by the MIS Department. Murphy asked approval for Johnson to receive training so she is able to maintain the L&WC Department's portion of the website. The Committee granted the request.

Motion by James, seconded by Licitar at 10:35 a.m. to take a short break. Motion carried unanimously.

Meeting called to order by Chair Stuchlak at 10:42

Payment of Certified Survey Maps and Hazard Buoys for County Dams: Motion by England, seconded by James to present the MSA Services invoice in the amount of \$12,400 for completing the Certified Survey Maps for McGinnis, Fawn, Camelot, Arrowhead, Big Roche-a-Cri and Camelot lakes to the Finance Committee for payment. Motion carried unanimously.

Motion by Morgan, seconded by England to present the \$2,600 invoice for 21 hazard buoys for County Dams to the Finance Committee for payment. Motion carried 6-1 with James opposing.

Natural Resources Manual Revisions: Murphy requested this be tabled until the March meeting.

*Attachment to
Res. # 69, 2011
February 14, 2011*

1/9 at 10:00
Motioned by Sebastiani/Kotlowski to postpone the Camelot Dam work to pay for survey and buoys. Motion carried by unanimous voice vote. P121

Motioned by Sebastiani/Renner to approve the check register. Motion carried by unanimous voice vote.

A copy of Policy Chapter 8 will be handed out to each finance member, to review, and to comment on.

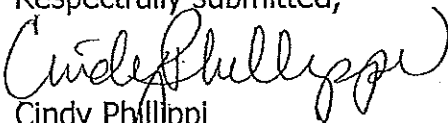
Identify upcoming agenda items: Discuss and/or act on Hutchinson excess expenses and possible contingency fund transfer; Discuss and/or act on fund balance process; Discuss and/or act on fund balance dollar amounts for 2010/2011; Discuss and/or act on 2010/2011 Budget (Land Conservation/Dam Project).

Next meeting date will be April 8, 2011 at 9:00 a.m.

Mary Ann Bays, Treasurer, present at 11:35 a.m. Tax deed update: They have proof read 177 total delinquent notices and they will be going to the paper next week. The Gast property we acquired, located in the City of Adams, has special assessments that need to be paid along with a snow removal bill.

Motioned by Kotlowski/Renner to adjourn at 11:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Philippi
Recording secretary

Page 2 of Administrative & Finance Comm. Minutes 3/11/11.

page 2 of Admin/Fin Committee minutes 3-11-11

Attachment To ②
Res. # 69, 2011

RESOLUTION 2011- 70**RESOLUTION DESIGNATING MARK D. THIBODEAU
AS ATTORNEY TO PERFORM DUTIES OF ADAMS COUNTY
CORPORATION COUNSEL ON AN AS-NEEDED BASIS**

INTRODUCED BY: Executive Committee

INTENT & SYNOPSIS: To designate Attorney Mark D. Thibodeau as the attorney to perform duties of the Adams County Corporation Counsel on an as needed basis.

FISCAL NOTE: To be determined on an "as needed" basis at the rate of \$70 per hour.

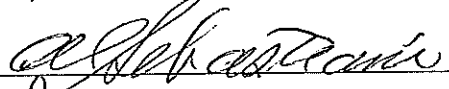
WHEREAS: Pursuant to Wis. Stats. §59.42(3), the County Board shall designate an attorney to perform duties of a corporation counsel, as the need arises; and


WHEREAS: The Board of Supervisors has determined that it is in the best interests of the County that an attorney be designated to perform the duties of the Corporation Counsel during any extended absences or on an as needed basis.


NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby approves that Mark D. Thibodeau be designated as the attorney to perform the duties of the Adams County Corporation Counsel, on an as-needed basis.

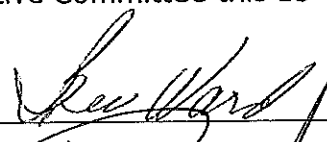
BE IT FURTHER RESOLVED: That the cost of said Attorney services shall be paid at the rate of \$70 per hour from the budget of Adams County Corporation Counsel.

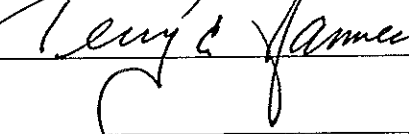
Recommended for adoption by the Executive Committee this 13th day of September, 2011.











Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September, 2011.

County Board Chair

County Clerk

**RESOLUTION ADOPTING A GRIEVANCE PROCEDURE TO ADDRESS
EMPLOYEE TERMINATIONS, EMPLOYEE DISCIPLINE
AND WORKPLACE SAFETY AS REQUIRED BY WIS. STAT. § 66.0509(1m)**

INTRODUCED BY: Ad Hoc Transition Committee

INTENT & SYNOPSIS: To adhere to Wisconsin Act 10 by establishing a grievance procedure covering employee discipline, termination and workplace safety.

FISCAL NOTE: Cost of Impartial Hearing Officers as needed.

WHEREAS: 2011 Wisconsin Act 10 created Wis. Stat. § 66.0509(1m), which requires local units of government to establish a civil service system or grievance procedure that addresses employee terminations, employee discipline and workplace safety no later than October 1, 2011; and

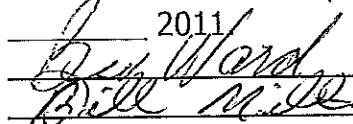
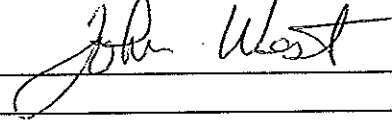
WHEREAS: the Adams County Board believes that it is in the best interests of all stakeholders in Adams County government to create a fair and equitable system for resolving employee grievances surrounding terminations, discipline and workplace safety issues; and

WHEREAS: following lengthy study and deliberations, the Adams County Board has been presented with a final draft of a grievance procedure that addresses employee terminations, employee discipline and workplace safety as required by Wis. Stat. § 66.0509(1m); and

WHEREAS: it is the intent of this Resolution to establish the attached Grievance Procedure as the official Grievance Procedure of Adams County pursuant to Wis. Stat. § 66.0509(1m)

NOW, THEREFORE, BE IT RESOLVED that the Adams County Board hereby approves and adopts the Grievance Procedure attached hereto and made a part of as it contained herein, as its grievance procedure as required by Wis. Stat. § 66.0509(1m).

Recommended for adoption by the Transition Committee on this ____ day of

____ 2011
 

____ **ADOPTED**

____ **DEFEATED** by the Adams County Board of Supervisors this date ____

____ **TABLED** day of ____, 2011.

County Board Chair

County Clerk

GRIEVANCE PROCEDURE**1.01 PURPOSE**

This grievance procedure is established pursuant to Wis. Stat. § 66.0509(1m). Eligible employees shall use the procedure to resolve disputes with Adams County (County) regarding covered employee termination, employee discipline or workplace safety issues. This grievance procedure may be modified or eliminated by the County at any time, with or without prior notice. This procedure is not a guarantee of employment, a guarantee of any rights or benefits, does not create or grant covered employees with a property interest in their employment or tenure rights of any kind and does not constitute a contract of employment, express or implied. Unless specifically required by another statute or code, the County's employment relationship with employees eligible to use this procedure is at will and employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

1.02 DEFINITIONS

The following definitions shall apply to this grievance procedure:

1. **"Employee"** for purposes of a grievance of Discipline and Termination (as defined in this procedure) means a "regular full time" employee who has completed six (6) continuous months of employment with the County and a "regular part-time" employee who regularly works at least sixty (60) hours per month and who has completed six (6) continuous months of employment with the County. "Employee" does not include, without limitation, any of the following: elected officials, other part-time employees, temporary employees, contract employees, limited term employees, seasonal employees, contractors or their respective employees, employees covered by a collective bargaining agreement containing a grievance procedure which addresses Discipline and Termination (as defined in this grievance procedure) or any employees, officials or officers that serve at the pleasure of an appointing authority as provided by Wisconsin statutes.

"Employee" for purposes of Workplace Safety (as defined in this grievance procedure) means any employee of the County.

2. **"Discipline"** is defined as any of the following adverse employment actions: disciplinary suspension of employment, disciplinary reduction in base pay; and disciplinary reduction in rank or demotion. "Discipline" does not include, without limitation, any of the following actions: layoffs or workforce reduction activities; non-disciplinary wage, benefit or salary adjustments or reductions; non-disciplinary reductions in rank or demotions; plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts or omissions in an employment file; oral or written reprimands; administrative suspensions pending investigation of misconduct or nonperformance; or change in assignment or assignment location.

3. **"Termination"** is defined as an involuntary separation of employment initiated by the County that is not a layoff, furlough, workforce reduction or involuntary separation of employment due to disability or failure to maintain proper certification or qualifications for a position within the County.

4. **"Working day"** means a day when the Adams County Courthouse is open for business.

5. **"Workplace Safety"** means any standard established or adopted under Wis. Admin. Code Chapter Comm 32.

1.03 GRIEVANCE PROCEDURE FOR DISCIPLINE AND TERMINATION.

A. Filing Procedure.

1. **Who May File A Grievance For Discipline Or Termination.** A grievance may only be filed by the "Employee" who is the subject of the Discipline or Termination.

2. **Initiating A Grievance; Notification Of the Executive Committee.** An Employee may initiate a grievance relating to Discipline or Termination by presenting a written grievance on the form attached to this policy as Appendix A to the Office of the Corporation Counsel within five (5) working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs and dates the grievance and the grievance is received by the Office of the Corporation Counsel. The Office of the Corporation Counsel shall forward a copy of the grievance to the Executive Committee upon receipt.

3. **Extension Of Time To File A Grievance.** The Corporation Counsel may grant an Employee an extension of no more than five (5) working days to file a grievance provided the Corporation Counsel receives a written request for an extension of time from the Employee within the initial five (5) working day period to file a grievance and the Employee demonstrates extenuating circumstances exist for the extension. The Corporation Counsel shall, in his or her sole discretion, determine whether extenuating circumstances exist for an extension of time. The decision of the Corporation Counsel on any extension request is final, binding and non-appealable.

4. **Impact Of An Untimely Filing.** The failure of an Employee to timely file a grievance with the Corporation Counsel within five (5) working days of the event giving rise to the grievance or the date upon which the Employee should have reasonably known the facts giving rise to the grievance or within any period of extension granted by the Corporation Counsel shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

5. **Incomplete Grievance; Impact of Failure To Provide Complete Information.**

If a timely filed grievance is missing information or is incomplete, the Corporation Counsel shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with the grievance procedure (hereafter "additional information"). The Corporation Counsel must issue the request for additional information within three (3) working days of receipt of the grievance by the Office of the Corporation Counsel. If no written request for additional information is issued by the Corporation Counsel within three (3) working days, the grievance shall move forward under this procedure.

In the event that the Corporation Counsel timely issues a request for additional information, the Employee shall have five (5) working days from receipt of the request to provide the Office of the Corporation Counsel with the additional information. If the Employee timely responds, the Corporation Counsel shall refer the response to the Executive Committee for a determination as to whether the response is sufficient and the grievance may move forward. The decision of the Executive Committee regarding the sufficiency of a grievance shall be final and binding. The failure of the Employee to timely provide the requested information to complete a grievance or a finding by the Executive Committee that the Employee has failed to

P126 provide sufficient information to allow the grievance to move forward shall constitute a waiver by the Employee of the right to use this grievance procedure and an abandonment of the grievance.

6. **Grievance Verification.** By signing the grievance, the Employee is certifying under penalty of law that the information contained in the grievance is true and correct to the Employee's knowledge and belief. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

B. County Response And Hearing Request

Within five (5) working days of receiving a timely and complete grievance form, the Corporation Counsel shall provide the Employee with a written response as directed by the County either granting or denying the grievance. The Corporation Counsel shall provide a copy of the response to the Executive Committee. If the County denies the grievance, the Employee shall have five (5) working days following receipt of the County's denial to file a written request for a hearing with the Office of the Corporation Counsel. Failure of the office of the Corporation Counsel to receive a written request for hearing from the Employee within five (5) working days shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance. If the Corporation Counsel does not provide the Employee with a response to the grievance in writing within five (5) working days, the grievance shall be deemed denied and the Executive Committee shall automatically set the matter for hearing before the Impartial Hearing Officer.

C. Hearing Procedure.

1. **Selection Of An Impartial Hearing Officer.** As soon as reasonably possible following the receipt of a timely request for a hearing by the Employee, or the County's failure to file a written answer, the County shall appoint an Impartial Hearing Officer and provide the Employee with the name of the individual appointed.

2. **Hearing Date.** Upon notification of his or her selection, the Impartial Hearing Officer shall schedule a hearing within a period of not less than twenty (20) working days nor greater than forty-five (45) working days. Within five (5) working days of the date of the appointment of the Impartial Hearing Officer, the Impartial Hearing Officer shall conduct a pre-hearing conference with the Employee and the Corporation Counsel to select the date for the hearing. Once a hearing date is scheduled, it may be adjourned only upon written request by the Employee or the County and a finding by the Impartial Hearing Officer that there is "good cause" for an adjournment. The Impartial Hearing Officer's decision regarding a request for adjournment shall be final, binding and not subject to appeal.

3. **Discovery; grievance amendment; witnesses and documents; pre-hearing statement; no mediation.** There shall be no formal pre-hearing discovery. The Employee and the County shall exchange a list of witnesses they intend to call at the hearing and any documents and exhibits they intend to introduce at the hearing no less than ten (10) working days before the date of the hearing. Any amendments to the grievance by the Employee shall be made in connection with the witness list and exchange of documents.

The parties shall provide a copy of the witness list, documents and exhibits to the Impartial Hearing Officer. No witness, exhibit or document which was not identified or exchanged by a party may be introduced absent a finding by the Impartial Hearing Officer that

there was good cause for the failure of the party to timely identify a witness or exchange a document. Each party may file a pre-hearing statement of no more than two (2) type written single space pages outlining their position relative to any issues related to the grievance. The Impartial Hearing Officer may not serve as a mediator nor make any attempt to mediate the dispute.

4. Hearing.

a. **Recording; Closed Hearing.** The hearing before the Impartial Hearing Officer will not be recorded. The hearing shall be closed to the public.

b. **Representation.** The Employee and the County may be represented by an attorney of their choice. Neither party shall be responsible for the attorneys' fee, witness fees or any costs of the other. The Employee may only be represented by an attorney.

c. **Order Of Case; Cross-Examination.** The Employee shall call witnesses and present testimony and exhibits that are relevant to the grievance. At the close of the Employee's case, the County shall call its witnesses and present testimony and exhibits that are relevant to the grievance. The parties may cross-examine witnesses presented by the other party. Cross-examination shall be limited to ten (10) minutes per witness unless this time period is extended by the Impartial Hearing Officer. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements not to exceed ten (10) minutes in length.

d. **Rules of Evidence; Exclusion of Evidence.** The Impartial Hearing Officer is not bound by rules of evidence and may admit all evidence that the Impartial Hearing Officer determines is relevant and may exclude immaterial, irrelevant or unduly repetitious testimony or evidence. The Impartial Hearing Officer shall recognize the rules of privilege. Notwithstanding the foregoing, the Impartial Hearing Officer may not base any finding or conclusion regarding the merits of the grievance based solely on hearsay evidence.

e. **Right Of Impartial Hearing Officer To Question.** During the hearing, the Impartial Hearing Officer may ask questions as the Impartial Hearing Officer deems necessary or helpful.

f. **Close of the Hearing; no briefs.** After the Employee and the County have finished introducing evidence, the Impartial Hearing Officer shall close the hearing. The parties shall have no right to file briefs or position statements.

D. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies

1. **Burden Of Proof; Standard Of Review.** Unless specifically required by another statute or code, the Employee bears the burden of proof to persuade the Impartial Hearing Officer by clear and convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee was arbitrary and capricious. If the Employee does not meet his or her burden of proof, the Impartial Hearing Officer shall deny the grievance.

In determining whether an Employee has proved by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate was arbitrary and capricious, the Impartial Hearing Officer may only consider the evidence introduced at the hearing and the weight of that evidence. The Impartial Hearing Officer may not overturn the County's decision to Discipline/Terminate based upon his or her own personal judgment or opinion regarding the

P128 matter. Moreover, the Impartial Hearing Officer may not determine a decision to Discipline/Terminate was arbitrary and capricious based on the County's failure to implement or follow concepts of progressive discipline or just cause, in whole or in part, in making the decision to Discipline/Terminate the Employee. Finally, the Impartial Hearing Officer must recognize all County policies, rules, procedures and regulations and may not modify or disregard the same in determining whether the County's decision to Discipline/Terminate was arbitrary and capricious.

2. Decision. The Impartial Hearing Officer shall issue a written decision within seven (7) working days of the close of the hearing. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of issues, standard of review, findings and, if the grievance is sustained, a remedy for the Employee. If the Impartial Hearing Officer sustains the grievance, in whole or in part, the Impartial Hearing Officer's decision must include a detailed explanation as to why the County's decision to Discipline/Terminate was arbitrary and capricious as well as a detailed description of the Impartial Hearing Officer's reasons for reducing or modifying the Discipline/Termination imposed by the County.

3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may award the Employee one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

E. Costs Of Impartial Hearing Officer.

The Employee and the County shall share the costs of the Impartial Hearing Officer for any grievance filed by the Employee relating to Discipline. In the event that the Impartial Hearing Officer sustains a grievance relating to Discipline and the County affirms the decision of the Impartial Hearing Officer on appeal, the County shall reimburse the Employee for the cost of the Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a grievance of a Termination.

1.04 GRIEVANCE PROCEDURE – WORKPLACE SAFETY

A. Preconditions To Filing.

1. Report Of An Unsafe Condition. An Employee may not file a grievance relating to a condition that the Employee believes constitutes a Workplace Safety violation unless the Employee has first reported the condition in writing to the Adams County Safety Committee (Safety Committee) on the County's Unsafe Condition Or Hazard Report attached as Appendix B.

2. County Response. Upon receiving an Unsafe Condition or Hazard Report from an Employee, the Adams County Safety Committee shall have ten (10) working days in which to investigate the condition and advise the Employee in writing that the County: (a) has determined that the condition does not constitute a Workplace Safety violation and will not be taking corrective action; or (b) is taking corrective action in accordance with law to address the condition.

3. **Grievance Filing Limitation.** If the Safety Committee advises the Employee in writing within ten (10) working days that it is taking corrective action in accordance with law and has commenced corrective action within this period, an Employee may not initiate a Workplace Safety grievance.

4. **Dissatisfaction With The County's Corrective Action.** If, at completion of the County's corrective action, the Employee believes a Workplace Safety violation continues to exist, the Employee must submit a new Unsafe Condition or Hazard Report and follow the procedures in this paragraph prior to proceeding with a Workplace Safety grievance.

B. Filing Procedure.

1. **Who May File A Workplace Safety Grievance.** A grievance may only be filed by an "Employee." The Employee need not be personally impacted by a condition or hazard alleged to constitute a Workplace Safety violation.

2. **Initiating A Grievance.** An Employee may initiate a grievance relating to Workplace Safety by presenting a written grievance on the form attached to this policy as Appendix C to the Office of the Corporation Counsel within ten (10) working days of: (a) the Employee's receipt of written notice from the County that the County will not be taking corrective action with respect to an alleged Workplace Safety violation; (b) the County's failure to begin corrective action relative to a Workplace Safety violation within ten (10) working days as provided in section 1.04(A)(2)(b) and (c) above; or (c) the failure of the County to respond to a written report of a Workplace Safety violation within ten (10) working days. The Employee must sign and date the grievance. A grievance will not be considered filed until the Employee signs the grievance and the grievance is received by the Office of the Corporation Counsel. The Office of the Corporation Counsel will immediately forward a copy of the grievance to the Safety Committee for consideration.

3. **Extensions Of Time.** The Safety Committee may, in its sole and absolute discretion, agree to extend the time for filing a grievance up to an additional five (5) working days based upon a written request for an extension received from the Employee prior to the expiration of the ten (10) working day deadline to file the grievance. Any written request for an extension of time must explain the reasons why the Employee cannot meet the grievance filing deadline. Written requests for extension of time shall be filed with the Office of the Corporation Counsel and immediately forwarded to the Safety Committee for consideration. The decision of the Safety Committee with respect to a request for an extension of time shall be final and binding and not subject to appeal.

4. **Impact of Untimely Filing.** The failure of an Employee to timely file a Workplace Safety grievance with the Office of the Corporation Counsel within ten (10) working days or any period of extension granted by the Safety Committee shall constitute a waiver of the right to use the grievance procedure and an abandonment of the grievance.

5. **Incomplete Grievance; Impact Of Failure To Provide Complete Information.** If a timely filed grievance is missing information or is incomplete, the Safety Committee shall issue a written request to the Employee identifying the information needed to complete the grievance form and proceed with the grievance procedure (hereafter "additional information"). The Safety Committee must issue the request for additional information within three (3) working days of receipt of the grievance. If no written request is issued by the Safety Committee within three (3) working days, the grievance shall move forward under this procedure.

In the event that the Safety Committee timely issues a request for additional information, the Employee shall have five (5) working days from receipt of the written request to provide the Safety Committee with the additional information. If the Employee timely responds, the Safety Committee will determine whether the response is sufficient and the grievance may move forward. The decision of the Safety Committee as to the sufficiency of the Employee's response shall be final and binding. Failure of the Employee to timely provide the requested information or a finding by the Safety Committee that the Employee has failed to provide sufficient information to allow the grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the grievance.

6. Grievance Verification. By signing the grievance, the Employee is certifying, under penalty of law, that the information contained in the grievance relating to Workplace Safety is true and accurate to the best of the Employee's knowledge and belief. Any Employee who files a grievance that is false or misleading or for the purposes of intimidation, annoyance or harassment or who otherwise files a grievance in bad faith is subject to disciplinary action.

C. County Response And Hearing Request

Upon receipt of the filing of a timely and complete grievance form, the Safety Committee shall provide a written response to the Employee either granting or denying the grievance. If the grievance is denied, the Employee shall have ten (10) working days following receipt of the County's denial to file a written request for a hearing with the Safety Committee. Failure of the Safety Committee to receive a written request for hearing from the Employee within ten (10) working days shall constitute a waiver of the Employee's right to use the grievance procedure and an abandonment of the grievance. In the event the Safety Committee fails to timely provide a response to the grievance, the grievance shall be deemed denied and the matter shall automatically proceed to hearing.

D. Hearing Procedure.

The selection of an Impartial Hearing Officer and hearing on a Workplace Safety violation shall be conducted in accordance with the Hearing Procedure in section 1.03(C) above.

E. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies

1. Burden Of Proof; Standard Of Review. The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Employee does not constitute a Workplace Safety violation and/or that no corrective action is required. If the County does not meet its burden of proof, the Impartial Hearing Officer shall grant the grievance.

2. Decision. The Impartial Hearing Officer shall issue a written decision within seven (7) business days of the close of evidence. The decision of the Impartial Hearing Officer shall, at a minimum, contain a statement of: (a) the standard of review; (b) the particular provisions of Wis. Admin. Code Chap. Comm 32 that are implicated by the Workplace Safety grievance; (c) the Impartial Hearing Officer's findings as to whether a Workplace Safety violation exists; and, (d) if the grievance is sustained, an order for corrective action.

3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may order the County take corrective action in accordance with law to address the Workplace Safety violation. The Impartial Hearing Officer shall have no authority to require the County to take

any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

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F. Costs Of Impartial Hearing Officer. The County shall pay all costs for the Impartial Hearing Officer associated with a Workplace Safety grievance.

1.05 COUNTY BOARD APPEAL OF DISCIPLINE, TERMINATION AND WORKPLACE SAFETY MATTERS

A. Who May File An Appeal. An appeal of the Impartial Hearing Officer's decision may be filed by the Employee or the County.

B. Requesting An Appeal. An appeal may be initiated to the County Board by filing an appeal with the Corporation Counsel on the form attached as Appendix D within ten (10) working days of the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the Impartial Hearing Officer shall be final.

C. County Board Appeal. When the Corporation Counsel receives a timely request for appeal, the Corporation Counsel shall forward the appeal to the chair of the County Board along with a copy of hearing record inclusive of any exhibits introduced at the grievance hearing. The Chair shall schedule the appeal during a meeting of the County Board for purposes of reviewing the hearing record and the Impartial Hearing Officer's decision. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal.

D. Standard Of Review. The Board may overturn or otherwise modify the Impartial Hearing Officer's decision if the decision of the Impartial Hearing Officer is found to be clearly erroneous.

E. Decision. The County Board shall deliver a written decision to the Employee and the County no later than ten (10) working days from the date of the County Board meeting. The written decision shall contain: (1) a statement of the issues; (2) findings, along with an explanation as to why any findings differ from the Impartial Hearing Officer; and (3) a remedy, if appropriate, along with an explanation as to why any remedy differs from the remedy granted by the Impartial Hearing Officer.

F. Remedies On Appeal; Discipline And Termination. The County Board may award one or more of the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

G. Remedies On Appeal; Workplace Safety. If the County Board determines on appeal that a violation of Workplace Safety has occurred, the County Board may order that corrective action be taken by the County according to law.

H. Final Decision. The decision of the County Board shall be final. Any judicial review of the County Board's decision shall be only as provided by law.

ADAMS COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM

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Name of Grievant: Job Title:		Work Phone: Home Phone:	
Home Mailing Address:		DATE AND TIME RECEIVED <i>(for County use only)</i>	
1. Discipline/Termination Being Grieved. Provide a description of the discipline/termination being grieved.			
2. Basis For Grievance. Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.			
3. Witnesses. Identify by name, telephone number and address all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.			
4. Documents. Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.			
5. Remedy Requested. Describe in detail how you believe the County's disciplinary action or termination should be modified.			
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. Signature of Grievant: _____ Date Signed: _____			

INSTRUCTIONS

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1. **USE:** This grievance form is for use in connection with the Adams County Grievance Procedure (Grievance Procedure) in the Adams County Personnel & General Administrative Policies (Policies) as it relates to Discipline and Termination as defined in the Grievance Procedure. Only "regular full time" employees who have completed six (6) continuous months of employment with the County and "regular part-time" employees who regularly work at least sixty (60) hours per month and who have completed six (6) continuous months of employment with the County are eligible to use the Grievance Procedure for Discipline and Termination. Please refer to the Grievance Procedure for additional definitions, rules and restrictions relating to the Grievance Procedure.

2. **FILING DEADLINE:** In accordance with section 1.03(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed with the Adams County Corporation Counsel's office within **five (5) working days** of the event giving rise to the grievance or the date upon which an Employee should have reasonably known of the facts giving rise to the grievance. Failure to timely file a grievance will constitute a waiver of the right to use the grievance procedure and abandonment of the grievance. Please see the Grievance Procedure for any available extensions of time.

3. FILLING OUT THE GRIEVANCE FORM.

a. **Event Being Grieved.** This section requires you to describe the disciplinary act or termination that you are grieving. The description should include the reason(s) you understand you were disciplined/terminated and the date on which the discipline/termination occurred. A grievance form may only address one disciplinary event.

b. **Basis for Grievance.** This section of the form requires you to provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect. Single word or limited responses to the effect that the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. You must provide a *detailed* response explaining why you believe the disciplinary action or termination taken by the County was incorrect or unreasonable and a *detailed* description of any facts, events or other information which support your belief. Note under the Grievance Procedure, you will have the burden of proving by clear, convincing, and satisfactory evidence that the County's decision to terminate/discipline you was arbitrary and capricious.

c. **Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim that the disciplinary action or termination taken by the County was incorrect. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim that the disciplinary action or termination taken by the County was incorrect and should be overturned. Single word or limited descriptions to the effect that the witness knows the discipline/termination was "wrong," "unfair," "unequal" or "mistaken" are insufficient. Employees must provide a *detailed* description of the facts or information known by each witness.

d. **Documents.** This section of the form requires you to produce all documents you believe support your claim that the disciplinary action or termination taken by the County was incorrect. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an Employee or County file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

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e. **Remedy Requested.** This section requires you to describe how you believe that the discipline or termination should be modified or reduced. Remedies that you could request include: (a) reinstatement; (b) a lesser adverse employment action including, without limitation, suspension of employment, reduction in a suspension term, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan; (c) deletion of the reference to the discipline/termination from the Employee file; (d) back pay; and (e) restoration of lost benefits.

3. **ASSISTANCE:** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Adams County Corporation Counsel at (608) 339-4267. Employees in the Corporation Counsel's office may only offer assistance in identifying the information required in the grievance form. Employees in the Corporation Counsel's cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

ADAMS COUNTY
Unsafe Condition Or Hazard Report

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Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Office of the Corporation Counsel at (608) 339-4267.
- Submit completed forms to the Adams County Corporation Counsel for consideration by the Adams County Safety Committee.

<p>Employee's Name: _____</p> <p>Job Title: _____</p> <p>Date of Report: _____</p>	<p>DATE AND TIME RECEIVED</p> <p><i>(for County use only)</i></p>
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1. Location Of Condition Believed To Be Unsafe Or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and number of employees in the location. Use a separate form for each unsafe or hazardous condition).

2. Detailed Description Of Unsafe Or Hazardous Condition And Its Cause:

3. Date And Time Unsafe Or Hazardous Condition First Observed By Employee:

4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature of the illness or injury and the date on which the employee or individual was injured or became ill.

5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

7. What changes would you recommend to correct the unsafe or hazardous condition?

ADAMS COUNTY
Unsafe Condition Or Hazard Report

8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: _____

Date Signed: _____

Immediate and Dangerous Working Conditions

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the Employee shall notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.
2. The supervisor shall take immediate action to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the Safety Committee of the Employee's report and the corrective action taken.
3. If corrective action is not taken immediately by the supervisor, or the action taken by the supervisor does not minimize the hazard to a reasonable standard of safety, the Employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Office of the Corporation Counsel. The Department Head and Office of the Corporation Counsel shall promptly advise the Safety Committee of a report filed by an Employee under this paragraph.
4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the Employee, the supervisor and the Safety Committee.
5. The Safety Committee will review the information related to the reported dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The Safety Committee will advise the Employee of the results of its investigation and any corrective action that it intends to take within ten (10) working days of the date the Employee filed this Unsafe Condition or Hazard Report with the Office of the Corporation Counsel.

ADAMS COUNTY WORKPLACE SAFETY GRIEVANCE FORM

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Please fill out this form completely. If you need more space, use a separate sheet of paper.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Home Mailing Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Identification of Condition Being Grieved. Provide a description of the Workplace Safety condition being grieved.	
2. Basis For Grievance. Provide a detailed description of the standard under Wis. Admin. Code Chap. Comm 32 that you believe has been violated and a detailed description of any facts or information which support your belief.	
3. Witnesses. Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. Comm 32. Provide a summary of the facts and/or information known by each witness.	
4. Documents. Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
5. Remedy Requested. Describe in detail the remedy you request.	
6. Certification and Signature. By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief. <div style="display: flex; justify-content: space-between;"> Signature of Grievant: _____ Date Signed: _____ </div>	

INSTRUCTIONS

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1. **USE:** This Workplace Safety grievance form is for use in connection with the Adams County Grievance Procedure (Grievance Procedure) in the Adams County Personnel & General Administrative Policies (Policies). Any Employee of Adams County may use the Grievance Procedure provided that the hazard or condition which is the subject of the grievance constitutes a "Workplace Safety" violation as defined in the Grievance Procedure and Employee has complied with the conditions for filing a Workplace Safety grievance outlined in the Grievance Procedure. An Employee does not have to be personally impacted by a claimed hazard or condition in order to file a Workplace Safety grievance. Please refer to the Grievance Procedure in the Policies for additional rules and restrictions.

2. **FILING DEADLINE:** In accordance with section 1.04(B)(2) of the Grievance Procedure, this grievance form must be completely filled out, signed and filed by an Employee with the Adams County Corporation Counsel's office for consideration by the Safety Committee within ten (10) working days of: (a) the Employee's receipt of written notice from the Safety Committee that the County will not be taking corrective action with respect to an alleged Workplace Safety violation previously reported by the Employee; (b) the County's failure to begin corrective action relative to a Workplace Safety violation within ten (10) working days as provided in section 1.04(A)(2)(b) and (c) of the Grievance Procedure; or (c) the County's failure to respond to a report of a Workplace Safety violation within ten (10) working days of receipt of a reported Workplace Safety violation by an Employee.

3. FILLING OUT THE GRIEVANCE FORM.

a. **Condition Being Grieved.** This section requires you to describe the Workplace Safety hazard or condition that you are grieving. A grievance form may only address one Workplace Safety hazard or condition.

b. **Basis for Grievance.** This section of the form requires you to provide a detailed description of the standard or standards under Wis. Admin. Code Chap. Comm 32 (Chapter Comm 32) that you believe the hazard or condition violates. The description must include an explanation as to *how* the hazard or condition constitutes a violation. Single word or limited responses simply indicating that the hazard or condition violates Comm 32 or a standard in Comm 32 are insufficient. A copy of Chapter Comm 32 and the regulations referenced in Comm 32 are available from the office of the Corporation Counsel.

c. **Witnesses.** This section of the form requires you to identify all witnesses who you believe will support your claim. The last known telephone number and address of each witness must be provided. You are also required to provide a detailed description of the facts or information known by each witness that supports your claim. You must provide a *detailed* description of the facts or information known by each witness.

d. **Documents.** This section of the form requires you to produce all documents you believe support your claim. If you do not have the documents, you are required to provide a description of each document which includes the date of the document, the source of the document and a description of the contents. The source can be, for example, an e-mail from a department head, supervisor, co-worker or other individual, a County policy or communication, a time card, portions of an Employee or County file or a document that you wrote. The description of the contents should include the subject of the document and the information in the document which you believe supports your position on the grievance.

e. **Remedy Requested.** This section requires you to describe your opinion on the appropriate remedy.

INSTRUCTIONS

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4. **ASSISTANCE:** All information on the grievance form *must* be provided. If you have any questions regarding the information required by the form, please contact the office of the Adams County Corporation Counsel at (608) 339-4267. Employees in the Corporation Counsel's office may only offer assistance in identifying the information required in the grievance form. Employees in the Corporation Counsel's cannot provide you with legal advice in connection with your grievance. Employees are encouraged to consult an attorney of their choice with any legal questions.

ADAMS COUNTY GRIEVANCE PROCEDURE APPEAL FORM

INSTRUCTIONS: This form is to be used by Employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Adams County grievance procedure. The form must be completed and filed with the Office of the Corporation Counsel within **ten (10) working days** of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within ten (10) working days of the decision of the Impartial Hearing Officer by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the Impartial Hearing Officer shall be final. You may only use the space provided on this form.

Name of Grievant: Job Title:	Work Phone: Home Phone:
Address:	DATE AND TIME RECEIVED <i>(for County use only)</i>
1. Decision From Which An Appeal Is Being Taken. Attach a copy of the Impartial Hearing Officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the Impartial Hearing Officer in the space below.	
2. Basis For Appeal. Describe why you believe the decision of the Impartial Hearing Officer was incorrect.	

ADAMS COUNTY GRIEVANCE PROCEDURE APPEAL FORM

P141

3. Remedy. Describe what you believe the Impartial Hearing Officer should have ordered and why.

Signature of Appealing Party: _____

Date Signed: _____

RESOLUTION 2011 - 72**RESOLUTION TO AUTHORIZE THE ADMINISTRATIVE COORDINATOR/FINANCE
DIRECTOR TO APPLY FOR A WDNR MUNICIPAL DAM GRANT**

INTRODUCED BY: Land and Water Conservation Committee

INTENT & SYNOPSIS: Apply to the Wisconsin Department of Natural Resources (WDNR) Municipal Dam Grant Program for 50% cost share of total costs for the Upper and Lower Camelot Dam repairs.

FISCAL NOTE: 2012 Budget currently contains funds for Upper and Lower Camelot Dam repairs. If grant is awarded, then Adams County will be responsible for 50% of estimated total repair and maintenance costs of \$65,150.

WHEREAS: Adams County dams are important resources creating recreation for the public; and

WHEREAS: (Wisconsin State Law, Chapter 31, Chapter NR330, Chapter NR333) provides regulations and requirements dam owners must follow for public health, safety and welfare; and

WHEREAS: It is in the best interest of Adams County to remove trees, backfill low areas, add entrance pad and screen, repair seeping spillway retaining wall and replace plugged drain pipe at the County-owned Camelot Dams to insure public health, safety and welfare; and

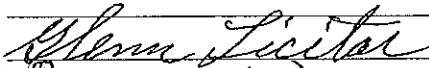

WHEREAS: Adams County requests the state to share 50% of the total estimated repair and maintenance costs of \$65,150 as authorized under State Statute 31.385 and State Statute 227.11 and Administrative Code NR335.

NOW THEREFORE, BE IT RESOLVED: That the Adams County Board of Supervisors hereby authorizes the Administrative Coordinator/Finance Director to submit an application to the WDNR for financial aid under Administrative Code NR 335, sign grant agreement documents, take all necessary action to complete the projects associated with the grant agreement and submit reimbursement claims along with the necessary supporting documentation; and

BE IT FURTHER RESOLVED: That the Adams County Board of Supervisors agrees to pay a share of the eligible costs which are equal to the total project costs minus the state share.

Recommended for adoption by the Land and Water Conservation Committee this 20th day of September 2011.

Land and Water Conservation Committee

Adopted _____

Defeated _____

Tabled _____

by the Adams County Board of Supervisors this
20th day of September 2011.

County Board Chair

County Clerk

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Adams on November 15, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On August 10, 2011, Joseph & Carol Anne Bobrick, owners, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on September 7, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this proposed zoning ordinance amendment to the Adams County Board of Supervisors; now, therefore,

The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby amended to reflect that the following described property is changed from an R3 Mobile Home Residential District to an R1 Single Family Residential District.


Property located in the SE ¼, NW ¼, Section 16, Township 17 North, Range 6 East, Tract 50 of Edge of Town Acres at 1061 S. Dixie Court, Town of Adams, Adams County, Wisconsin.

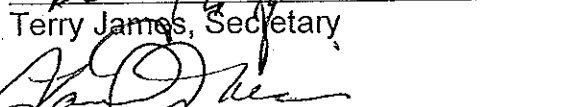
Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of September, 2011.

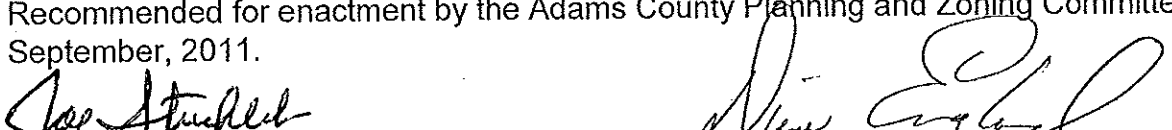
Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of September, 2011.

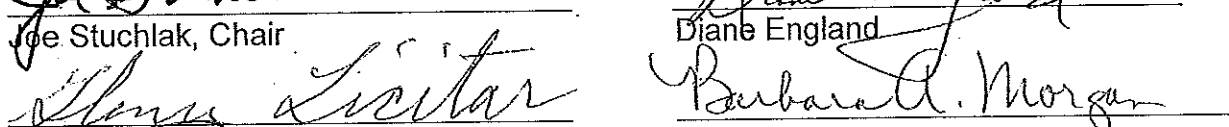

Joe Stuchlak, Chair



Glenn Licitar, Vice-Chair


Terry James, Secretary


Randy Theisen


Diane England


Barb Morgan


Karl Klingforth

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of September, 2011

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING AND ZONING COMMITTEE
September 7, 2011 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Joseph & Carol Anne Bobrick – Rezoning request of a 1.5 acre parcel from an R-3 Mobile Home Residential District to an R-1 Single Family Residential District of the Adams County Comprehensive Zoning Ordinance to allow greater maximum ground coverage on property located in the SE ¼, NW ¼, Section 16, Township 17 North, Range 6 East, Tract 50 of Edge of Town Acres at 1061 S. Dixie Court, Town of Adams, Adams County, Wisconsin

Appearing for with testimony: Joseph & Carol Anne Bobrick.

No one appearing against.

Correspondence: Adams Town Board met on August 9, 2011 and had no objections.

Disposition: Karl Klingforth made a motion to recommend enactment of the zoning change for the stated property and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 7 -Yes. Motion carried.

*Attachment
to Ord. 15, 2011*

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AMENDMENT OF ADAMS COUNTY SHORELAND PROTECTION ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the Adams County Shoreland Protection Ordinance on December 14, 1970, with an effective date of January 1, 1971, pursuant to the authorization contained in Section 59.692 of the Wisconsin Statutes, and was revised on June 21, 2011 as the Adams County Shoreland Wetland and Habitat Protection Ordinance and revised on August 3, 2011, with an effective date of August 24, 2011, and

WHEREAS: On July 19, 2011, Fabian & Christine Strong, owners, petitioned the Adams County Board of Supervisors to amend the Shoreland Protection Ordinance to rezone a portion of property (3 Acres) in the Town of Easton, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on September 7, 2011, and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends enactment of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

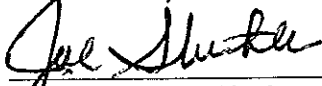
The County Board of Supervisors of the County of Adams does ordain as follows:

Zoning Change. The Adams County Shoreland Protection Ordinance, Ordinance No. 14-2011, and the corresponding zoning maps are hereby amended to reflect that the following described property be changed from a Conservancy District to a Recreational/Residential District.

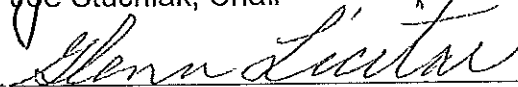
Property located in the SE ¼, NW ¼, Section 28, Township 16 North, Range 6 East, Lots 15-17 of Campbell Creek Acres Subdivision at 1059 Ember Drive, Town of Easton, Adams County, Wisconsin.

Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of September, 2011.

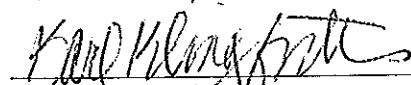
Recommended for enactment by the Adams County Planning and Zoning Committee on this 7th day of September, 2011.



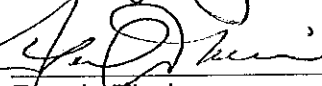
Joe Stuchlak, Chair



Glenn Licitar, Vice-Chair



Karl Klingforth



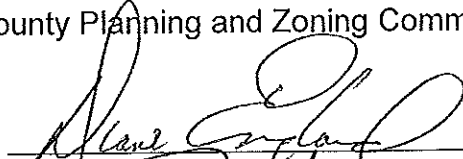
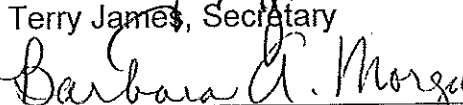
Randy Theisen

Enacted _____

Defeated _____ by the Adams County Board of Supervisors

Tabled _____ this _____ day of September, 2011

Al Sebastiani, Board Chair


Diane England
Terry James, Secretary
Barb Morgan

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934
PHONE: 608-339-4222
www.co.adams.wi.gov

ADAMS CO PLANNING & ZONING COMMITTEE
September 7, 2011 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Fabian E. & Christine A. Strong – Rezoning request of a portion of two parcels (3 acres) from a Conservancy District to a Recreational-Residential District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the construction of a dwelling on property located in the SE ¼, NW ¼, Section 28, Township 16 North, Range 6 East, Lots 15-17 of Campbell Creek Acres Subdivision at 1059 Ember Drive, Town of Easton, Adams County, Wisconsin.

Appearing for with testimony: Attorney Paul Kritzer; Greg Rhinehart, MSA

Appearing for without testimony: None.

No one appearing against.

Correspondence: Notification from the Town Board of Easton that they met on July 18, 2011 and have no objection to the zoning change as it makes it more compatible with surrounding parcels.

Disposition: Terry James made a motion to approve the zoning change and forward that recommendation to the County Board for final action. Barb Morgan seconded the motion. Roll Call. 7 – Yes. Motion carried.

*Attachment
Ord. 4-16, 2011*



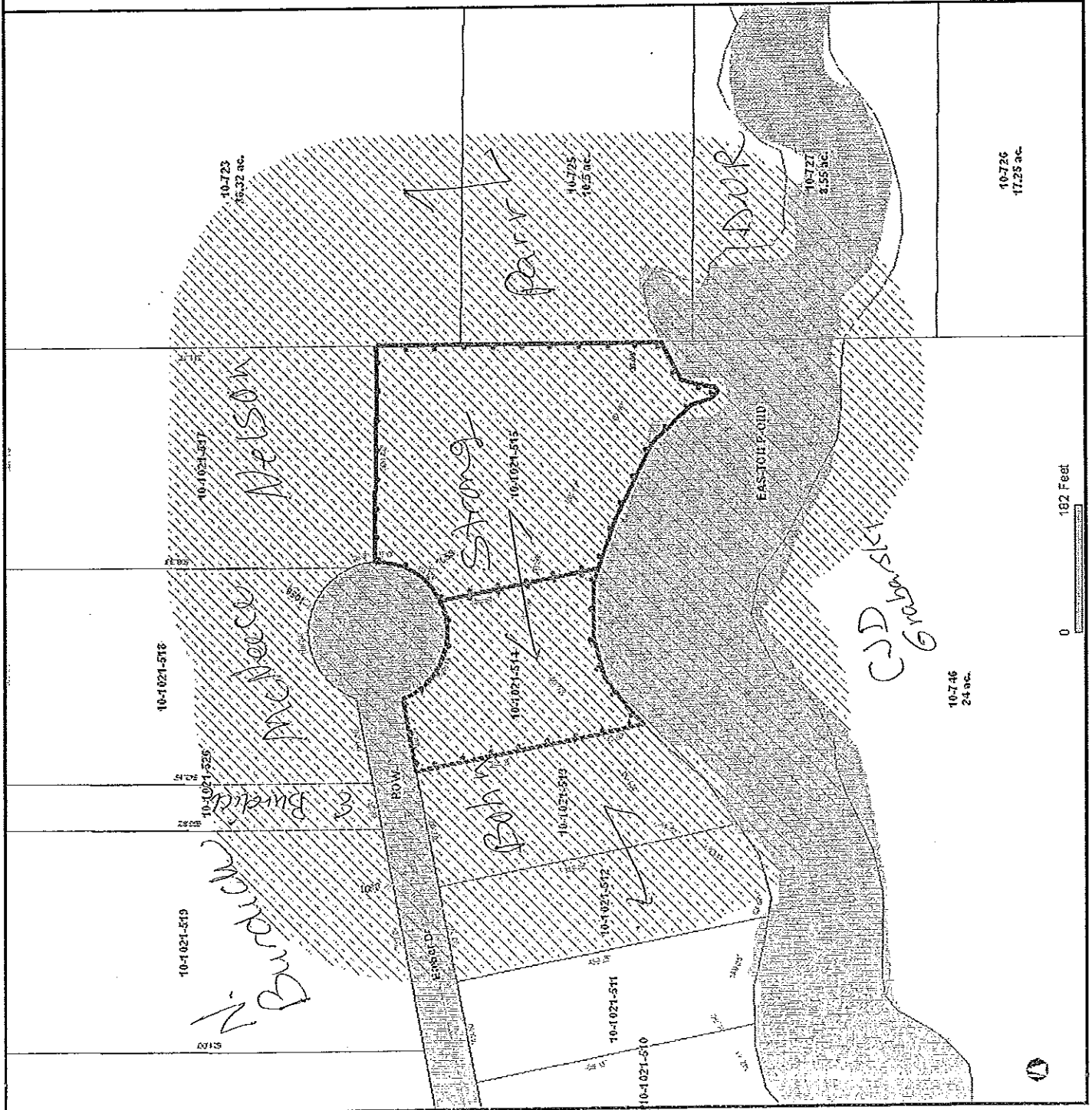
Subscription GIS STRONG SE, NW 28-16- 6 EASTON

Legend

- Property Addresses
- Corporate Limits
- Railroad
- Road R/W
- Roads
- County Highways
- State Highways
- Creeks
- Rivers/Streams
- Lakes
- Parcels

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 70, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 07/19/2011





P150

AMENDMENT OF ADAMS COUNTY ZONING ORDINANCE

WHEREAS: The Adams County Board of Supervisors adopted the amended Adams County Zoning Ordinance as Ordinance No. 46-2006 on September 19, 2006, which was effective upon publication on September 27, 2006, and which was approved by the town board of the Town of Adams on November 15, 2006, such approval having been filed with the Adams County Clerk pursuant to section 59.69 of the Wisconsin Statutes; and

WHEREAS: On July 21, 2011, Robert Marx, owner, petitioned the Adams County Board of Supervisors to amend the county zoning ordinance to rezone a parcel of land in the Town of Adams, as hereinafter described; and

WHEREAS: A public hearing, with due notice, was conducted on that petition by the Adams County Planning and Zoning Committee on September 7, 2011 and the Adams County Planning and Zoning Committee, after evaluating all data and evidence presented at the public hearing, recommends denial of the proposed zoning change and hereby submits this recommendation to the Adams County Board of Supervisors; now, therefore,

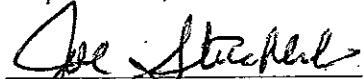
The County Board of Supervisors of the County of Adams does ordain as follows:

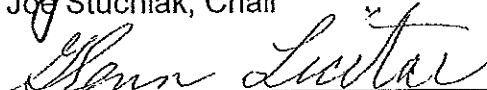
Zoning Change. The Adams County Zoning Ordinance, Ordinance No. 46-2006, and the corresponding zoning maps are hereby not amended to reflect that the following described property be changed from an A1 Exclusive Agriculture District to an A3 Secondary Agriculture District.

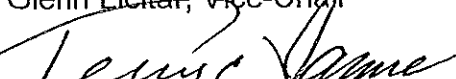
Property located in the SW 14/, SW ¼, Section 27, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.


Published in the Times-Reporter, the official newspaper of Adams County, on the _____ day of September, 2011.

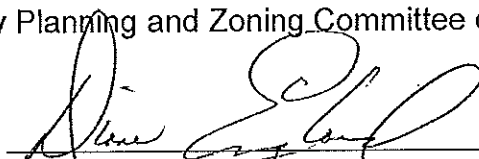
Recommended for denial by the Adams County Planning and Zoning Committee on this 7th day of September, 2011.

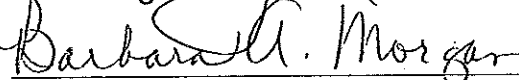

Joe Stuchlak, Chair


Glenn Licitar, Vice-Chair


Terry James, Secretary


Randy Theisen


Diane England


Barb Morgan


Karl Klingforth

Enacted _____
Defeated _____ by the Adams County Board of Supervisors
Tabled _____ this _____ day of September, 2011.

Al Sebastiani, Board Chair

Cindy Phillippi, County Clerk



PLANNING AND ZONING DEPARTMENT

P.O. BOX 187, COURTHOUSE
FRIENDSHIP, WI 53934

PHONE: 608-339-4222

www.co.adams.wi.gov

ADAMS CO PLANNING AND ZONING COMMITTEE

September 7, 2011 – Room A260 -Courthouse
Friendship, WI 53934 – 9:00 A.M.

Robert M. Marx – Rezoning request of a 40 acre parcel from an A-1 Exclusive Agriculture District to an A-3 Secondary Agriculture District of the Adams County Comprehensive Zoning Ordinance to split the property located in the SW 14/, SW ¼, Section 27, Township 17 North, Range 6 East, Town of Adams, Adams County, Wisconsin.

Appearing for with testimony: Robert Marx, Owner.

Appearing for without testimony: Arlene Wiessinger.

Appearing against: Louise Walter and Janice Walter. Both were concerned with disturbing the unique landscape and possible flooding in the area(submitted pictures of previous water on the road)

Correspondence: Adams Town Board met on July 12, 2011 and had no objections. Letter of objection from Steven & Louise Water; Janice Walter and L.A. Walter.

Disposition: Terry James made a motion to recommend denial of the zoning change, on the above-described property, and forward that recommendation to the County Board for final action. Randy Theisen seconded the motion. Roll Call Vote: 4 –Yes. 3 – No. Motion to deny carried. The reason for denial is that the rezoning would not be consistent with the Comprehensive Plan.

*Attachment
Denial #1, 2011*



Subscription GIS

MARX SW, SW 27-19-9-
6 ADAMS

Legend

- ## Property Addresses

- Corporate Limits

- # Railroad

- Road Riv

- ## Roads

- ## County Highways

- State Highway

- Crook —

- Divorce/Strawman

- 15/03/2015 15:53

- 1000000

- Electron ☐

- U.S. DEPARTMENT OF JUSTICE**

- Recorded Subdivisions**

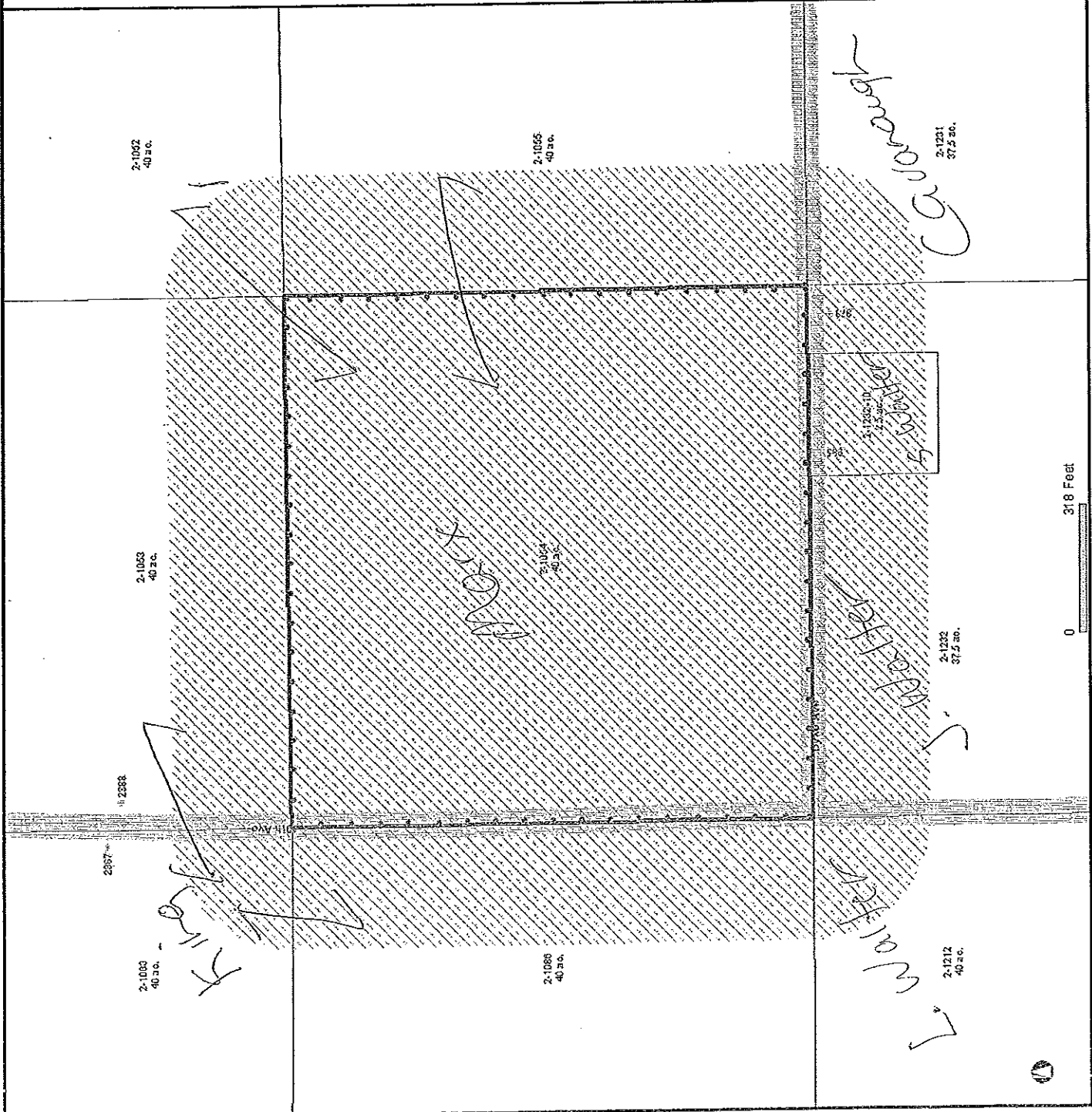
- [illegible]

Map Disclaimer: Information displayed on this map was developed from various sources and from available public records. This information is intended for general location purposes only and in support of Chap. 7D, Wis. Statutes. Map data is NOT a substitute for a survey. Map information verification is the responsibility of the user.

Map generated: 07/22/2011



PROFESSIONAL SERVICES
TRANSPORTATION • MUNICIPAL
DEVELOPMENT • ENVIRONMENTAL



Attachment
Denial #1, 2011

Ad Hoc Sub Consolidation Committee Meeting Minutes
August 1, 2011, 9:00 a.m.

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Meeting was called to order by Chairperson, England at 9:00 a.m.

Present, Sumpter, Allen, Wellumson, Stuchlak, James and England. Excused, Keckeisen.

Also present, Borowski, Phillippi, Kotlowski, Djumadi and Kaye. Larson by phone.

Motioned by James/Stuchlak to approve the agenda. Motion carried by unanimous voice vote.

Allen had no input on contracted services.

Wellumson wants a spreadsheet created of contracted services by the next meeting to include, the type of service provided, the department that holds the contract, beginning and ending dates. Phillippi questioned who would prepare this. Wellumson notes this is a coordinator function. Larson commented by phone that she would have this prepared by the next meeting. Some contracted services that were identified included:

- Cleaning
- Mowing/plowing
- Copy machine

Stuchlak had input on the Parks operations, noting they had borrowed \$500,000 from the general fund and made their final payment of a \$100,000. He believes this hundred thousand can be utilized to reduce the levy of \$196,000 moving into 2012. He believes the outlying parks can be handled in a more cost effective manner. The Lake District and Towns can work together collaborating efforts. The Towns could take over ownership and provide insurance for them and then the Lake Districts could maintain them. The Highway 21 site should be able to take care of itself as this is a work in progress. Allen commented on the \$196,000 and that they should be able to remove that portion off of the levy. James and Wellumson agree. Wellumson comments there should be a profit in the parks.

Karen Bays present.

Wellumson comments that the state has Parks under the DNR. Land and Water and Parks Department could be consolidated. Allen thinks that down the road we should be meeting with the Parks Committee to discuss the levy. Stuchlak thinks this is Finance Committees job. Allen believes there should be input from the Parks Committee and would request the chair of Parks attend the next meeting. The chair possibly could attend to talk about removing the \$196,000 from the levy. Stuchlak would like to see the \$196,000 off the levy. Phillippi asked who the committee wanted to coordinate this. She also thought that the department heads should be invited to the meeting if their departments were going to be discussed as they are the experts in their fields. Phillippi will contact Nickel and Renner.

Airport operations were discussed. There needs to be some research done on airport operations. Stuchlak stated there are 561 airports in the state. He is not certain if they are privately owned or owned by counties. Wellumson would like to know who uses the airport and what it is used for. James commented about leasing on the spot and some uncertainty to the revenue generated. Allen believes there are two businesses in town who utilize the airport. He also believes the airport is used

P154

for crop dusters. The committee discussed items related to spots currently leased for storage of chemicals and the logistics surrounding the bidding/pricing process. Allen will contact Mike Scott to have him present at the next meeting to provide information on where he feels cuts can be made to reduce the levy, for him to give an update on the leasing of spots related to chemicals, utilization by business, the courtesy car and any liability associated. Sumpter indicated that if there are spots leased it should be priced accordingly. Allen will also ask Mike Scott to provide the history on why it is a legion and the affiliation.

Land and Water/Planning and Zoning operations were discussed. Stuchlak indicated that job descriptions should loosen up with the union contracts ending. Discussion related to two department heads at meetings and the necessity to that. James believes that Planning and Zoning and Land and Water are a good fit. James expressed his concerns as Wellumson talked previously about Land and Water combining with Parks. James believes they have different venues, and a larger mix to bring into the game, they are too divergent. Sumpter questioned if the intent was to have the Planning and Zoning and Land and Water department located in one spot. The overall concession was yes. Stuchlak does not believe the Parks director needs an office here at the courthouse, this would free up more space. The County Clerk's office currently sells Dells discount tickets as well as boat launch passes, this is to help out the Parks Department when there is no one available in the Parks Department. Sumpter talked of an experience in obtaining passes. There were none available at the courthouse and she was sent to Castle Rock Park, the staff was not readily available to serve and she was not a happy camper.

Allen would like input from the Planning and Zoning and the Land and Water department heads on how they could merge, not how they could not, a list of possibilities, not a list of cons. The two department heads should get together and come up with a plan and bring it forward. They need to be leaders in the process. Stuchlak will be seeing both of them on Wednesday at their meeting and he will talk with them and bring written information back to the committee. Allen believes they each should provide ideas. James believes they should be able to provide an estimate of time spent on projects in the field. Stuchlak indicated that what Chris provides is pretty detailed to the committee already, however; Phil does not provide this information to the committee. There should be information on the number of permits issued, the type of permits issued, time spent, how many full time and part time employees and what they do. Wellumson referred to a budget document that identifies the number of FTE's = (full time equivalent) positions by department and he believes it is very useful.

Barnes present at 9:26 a.m.

Wellumson asked what if we cut 10%.

James would like to know who is responsible for what. Then we can get a feel for what the work is and what is actually being done, what does 40 hours for this person mean. The question was asked; are we looking for a paragraph on actual performance, responsibility? James stated there are 4 to 5 items briefly addressed with a breakdown but not actual number of hours, for example, talking with agricultural producers. This gives us pause to think of the responsibilities and provides additional insight. Sumpter questioned if Dan was the only inspector in P & Z? Stuchlak said the committee won't budge on filling another inspector position. Stuchlak said there is a part-time inspector.

Success stories – Dan Borowski talked about IT fitting into the discussion, collaboration with municipalities is an option. Jason, from Ozaukee would be willing to attend one of the meetings to talk about what they have been doing. What works and doesn't work for them. Ozaukee has a lot of resources and did most of their efforts pre-budget bill. They can look at their services because they have a lot of resources they can invest time and money where smaller counties may not be able to. We previously talked about Jackson and Clark County sharing a Highway Commissioner.

Price present at 9:35 a.m.

There are many unforeseen consequences. Outagamie is moving fast. In the IT area there is one internet provider, one email server, grouping of municipalities just looking out at different articles.

A Waushara, Marquette, and Green Lake article was provided to the committee to read and review. These counties may not be eliminating services, but are working on collaborating efforts. Brent Miller is a good speaker and would speak.

Wednesday, Aug, 3rd the CCCC group will be presenting in Stevens Point. Doug Wellumson thinks there should be a presence there. Kaye and Larson will be phoning in. Phillippi indicated Cohen would be present. Phillippi did not believe we needed multiple people at the same meeting to represent Adams County. Sumpter questioned if Phillippi would attend. Phillippi commented yes but not if multiple people were attending. England indicated she would attend. Larson indicated she would then go with England. Borowski said there would be a snap shot of the different groups at the meeting. Wellumson said that the coordinator and personnel director should be networking. Kaye spoke and said she had been attending the training sessions and paid time off sessions. She didn't have anything for the consolidation committee as this time.

Barnes left at 8:41 a.m.

England asked why the personnel director wasn't sitting in at the meetings as well. Phillippi explained what the group make up was and the concepts of the groups. As the groups compiled information and discussed it a power point presentation would be created. A person appointed by each group would present it to the entire group in Stevens Point. These presentations are generally emailed out to all counter parts. The power point documents can be disseminated locally. Borowski indicated that there are HR, Coordinators, Clerks, Supervisors, Administrators who attend and sit in on the meetings and they are a pretty aggressive.

Wellumson asked what we needed as resources to tie it or them into the budget. Wellumson said we need feedback from our counter parts. He identified Health and Human Services, Highway, and the Sheriff's department as being 2/3rds of the budget. England stated she knew that Price had been working on ways to save money.

A three ring binder was brought to the meeting. England indicated it had beneficial, networking information in it. Sumpter would like to see it and have copies of what's in it. Wellumson would like to hear what they are doing and what they have to say.

Borowski stated he would be available to assist as a legal resource. The groups would continue to be active and provide information. But there needed to be order and structure here at the county level. There are 9 subgroups. Phillippi was placed on the CCCC committee as a liaison for the county.

Price said there was a lot to take into consideration he spoke of low hanging fruit and long term tasks. Combining regionally is a long term goal. Contracted copy machines, lawn care are smaller short term goals (low hanging fruit). We need to build relationships and agreements with other counties and have strategic plans in place if we are going to tackle more long term regionalization. England recognized Price's efforts in working with surrounding county's having served on the committee.

Wellumson again would like a spreadsheet on contracted services. He would like to see a column added to the 2011 levy worksheet to include proposed 2012 revenues. This way the committee would have a comparison and a target as to where then want to go. Larson can add the column, with the best up-to-date figures. Price indicated they would be using their best educated guess as they won't have those figures from the state. Wellumson indicated the levy could be reassigned based on how much collaboration/consolidation takes place. Wellumson also talked of savings related to pension benefits. Larson indicated that the wages and benefits calculated for 2012 had the employee's portion of retirement dollars removed. Wellumson indicated there wouldn't be a need to have another meeting until we had revenue figures Allen felt that Jason, from Ozaukee could come in a couple of months to present to the committee and then at that time have Dawn from MIS present. The rest of the committee thought that was a good idea.

England talked about the time it took to get a medical examiner, the process and the work involved. The medical examiner position was over a year long process and was only one issue, we have multiple issues.

Wellumson talked about targets of opportunities. Allen wanted to know what we would target. Wellumson indicated we would be stargazing without numbers. He looked at some levy figures and gave some quick estimates with 10% reductions. James felt there were targets, the committee could move on without dollars. Sumpter also believed some reorganization could begin without having numbers.

Allen had recommended the Highway Commission begin working with the Solid Waste Director on ways to consolidate in the future. It may be 10-15 years out but it would be something to look at moving forward. There may be an opportunity to merge.

Wellumson said the Highway, Sheriffs, and Health and Human Services Department had the largest levy attached.

Short term items –

- Parks
- Airport
- P & Z
- Land & Water
- Contract list

Fred and the chair of Parks Committee should be asked to attend the next meeting. Phillippi will let them know.

Mike Scott should be asked to attend to talk about the Airport. Allen will contact Mike Scott. Stuchlak will get input from Phil and Chris as it relates to merging their two departments and bring the information back to the committee in written form.

Phillippi will attend the meeting in Stevens Point on the 3rd of August. Kaye will be calling in by phone.

Borowski touched on overtime and efficiency processes to reduce the cost, which would be a task for the Transition Committee.

Sumpter questioned the time of the meeting in Stevens Point. Kaye stated the meeting started at 9:00 a.m. England decided she would attend. Larson will now attend with her.

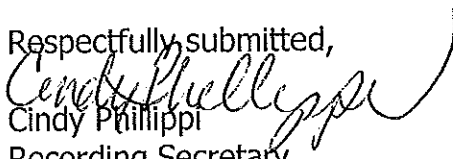
The next meeting date will be on August 15, 2011 at 9:00 a.m. Allen will not be able to attend the meeting. James believes there should be a meeting every two weeks to keep things moving.

England talked about a hand out provided by Kaye. The meeting is in October held by the Local Government Institute, in Madison. England said it looked like a good meeting to attend.

Borowski mentioned the Ohio – IT consolidation collaboration article and if anyone would be interested in look at it. England said she would like to receive a copy of it.

Motioned by James/Allen to adjourn at 10:21 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Cindy Phillippi

Recording Secretary

These minutes have not been approved.

Ad Hoc Transition Committee Meeting Minutes
August 15, 2011, 1:00 a.m.

Meeting called to order by Chairman, Miller at 1:05 p.m. Present; Ward, Croke, Johnson, Sumpter and Miller. Excused, West, Cohen, and Stuchlak. Also present Bays, Djumadi, Lawson, Kaye, Phillippi and Kotlowski.

Motioned by Johnson/Croke to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Ward/Croke to approve June 24, July 19 and August 4th minutes. Motion carried by unanimous voice vote.

The committee deviated to (H) summary of recommendations from Phillips Borowski firm regarding distinguishing public safety employees from protective employees with different bargaining right. Dan informed the committee that he had been on speaker phone with the Executive Committee and the Administrative Finance Committee to discuss Wisconsin Retirement withholdings. He addressed union contracts expiration dates and the impact of that. He indicated that it would be easier to withhold money from an employee and pay them back, if in the event there should be litigation that over turns a decision, then to try and play catch up on Wisconsin Retirement withholdings. Elected Official and non representative will pay their share. He also talked about the legislative plan and its complexity.

Employees should not be tried twice for the same incident.
An action should be final and binding. There should be no retaliation.

Dan informed the committee that the budget repair bill is changing case history and the world without a collective bargain agreement will be different.
It is important to remember that there is too much investment in an employee to just release someone. We should exercise our power discretionally and appropriately.

It was suggested to use the same remedies with workplace safety as with the grievance procedure. i.e. remedies on appeal at the County Board Level.

Grievance Procedure:

The following sections were modified:

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3. Remedies. If the grievance is sustained, the Impartial Hearing Officer may award the Employee one or more of the following remedies: (a) reinstatement; (b) a lesser adverse employment action including, without limitation, suspension of employment, reduction in suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan; (c) documentation of employee acts and/or omissions in an employment file; (d) back pay; and (e) lost benefits. consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for

continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act** (COBRA).

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~~F. **Remedies On Appeal; Discipline And Termination.** The County Board may award one or more of the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action including, without limitation, suspension of employment, reduction in suspension, reduction in base pay, reduction in rank, demotion, oral or written reprimand or performance improvement plan; (c) documentation of employee acts and/or omissions in an employment file; (d) back pay; and (e) lost benefits.~~

F. Remedies On Appeal; Discipline And Termination. The County Board may award one or more of the following remedies to the Employee on appeal in a matter involving Discipline or Termination: (a) reinstatement; (b) a lesser adverse employment action consisting of a suspension, reduction in the length of a suspension, written reprimand or documentation of employee acts and/or omissions in an employment file; (c) back pay; and (d) in the event of a reinstatement following termination, reimbursement of the County's applicable percentage of any payments made by the Employee for continuation of health insurance under the **Consolidated Omnibus Budget Reconciliation Act** (COBRA).

Page 4, section 4, c add: The impartial hearing officer may allow for opening or closing statements at the discretion of the impartial hearing officer, such statements not to exceed ten (10) minutes in length.

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D. Burden Of Proof; Impartial Hearing Officer's Decision; Remedies

~~1. **Burden Of Proof; Standard Of Review.** The Employee bears the burden of proving by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee was arbitrary and capricious. If the Employee does not satisfy this burden of proof, the Impartial Hearing Officer shall deny the grievance.~~

1. Burden Of Proof; Standard Of Review. Except in a grievance involving termination of an Employee that is subject to Wis. Admin. Code Chapter DHS 5, the Employee bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the County's decision to Discipline/Terminate the Employee was arbitrary and capricious. If the Employee does not meet his or her burden of proof, the impartial hearing officer shall deny the grievance. For a grievance involving termination of an Employee that is subject to Wis. Admin. Code Chap. DHS 5, the County bears the burden of proof to persuade the Impartial Hearing Officer by a preponderance of the evidence that good cause exists to terminate the Grievant as provided in Wis. Admin. Code Chap. DHS 5.06(2)(b).

Adams County Grievance Procedure appeal form was simplified:

APPEAL

1. ~~Identify each finding of the Impartial Hearing Officer that you are appealing by quoting directly from the written decision of the Impartial Hearing Officer. For each finding that you are appealing, identify the specific grounds for your appeal using the following list:~~

- ~~a. The finding lacks factual support;~~
- ~~b. The finding is inconsistent with the evidence presented;~~
- ~~c. The Impartial Hearing Officer failed to consider evidence presented;~~
- ~~d. The finding is based on factual errors or a misinterpretation of fact;~~
- ~~e. The finding is based on an erroneous application of law, rule or procedure.~~

~~(For example, the Impartial Hearing officer's finding that the Employee "failed to adequately perform assigned job duties" lacks factual support or the Impartial Hearing Officer's finding that the County "lacked just cause to discipline the Employee" was based on an erroneous application of the law and the standards of the grievance procedure).~~

2. Describe, in detail, the factual or legal basis for each ground for appeal that you identified in paragraph 1 above.

3. Describe the relief that you are requesting on appeal *(for example, reversal of the Impartial Hearing Officer's decision affirming the County's suspension with an award of back pay or reversal of the Impartial Hearing Officer's decision finding that the County's decision to terminate was arbitrary and capricious)*.

Croke recommended simplifying the questions, for example: Why was the Hearing Officer wrong? What should the Impartial Hearing Officer have ordered and why?

Dan will insert the appropriate language on the form.

There will be no electronic filing of forms, they will be in paper form and they will be signed, however; faxing a document is appropriate.

Discussion on the ethic ordinance will take place at a future meeting.

Discussion on the employee handbook will take place at a future meeting.

The committee agreed that the Corporation Counsel should be the recipient of the Workplace Safety forms, to review, deny, answer, and reclude from hearing the appeal. Insert the same time lines, and precondition filings. The committee also talked about the creation of a Safety Committee with the power being at the committee level and the option of consulting with the mutual on issues that may relate to Chapter 32 of Wisconsin Administrative Code. The committee would consist of three (3) members.

The committee talked about immediate dangerous conditions. They referenced appendix B., a form must be filed that identifies unsafe or hazardous conditions.

The committee talked about different workplace safety scenarios. Kaye informed the committee that if an accident occurred an employee is tested (substance) immediately. She also informed the committee that there is random testing at the Solid Waste and Highway Department.

Kotlowski said if there is reasonable suspicion then a test is done.

Croke indicated workers compensation should be notified immediately of an incident. Kaye stated that employees/department heads are to report incidents within 24 hours.

Kotlowski left at 2:00 p.m.

Croke would like to see forms included in the policy handbook. Sumpter questioned if the committee would be reviewing the book soon. This will be future agenda item.

Bays questioned if a staff member could have union representation or employee as an option rather than just an attorney to represent them at a hearing. Croke explained, and the answer was no. Guidance goes to the Impartial Hearing Officer and employees are restricted to attorneys. The process should be informal and quick.

Johnson said we want an employee friendly atmosphere and don't want everything to go to grievance.

The committee recommended sending the grievance procedure to the county board members. Discuss and/or act on memo regarding the workweek/schedule. The committee discussed the memo and decided they will take no action.


Djumadi said there is really no way to stay within a zero levy with compensation packages currently in place.

The committee gave authority to Dan and Cindy to review the documents and make changes as long as it does not change the intent.

Johnson requested to be excused at the next meeting.

Agenda for next meeting will be finalization of the grievance documents.

Motioned by Croke/Johnson to adjourn at 3:20 p.m. Motion carried by unanimous voice vote.

Respectfully Submitted,

Cindy Phillippi
Recording Secretary

ADMINISTRATIVE & FINANCE MEETING MINUTES

August 5, 2011, 9:00 AM, Room A160

The meeting was called to order by Chairman West at 9:01 a.m. The meeting was properly noticed. Present: West, Ward, Renner, Sebastiani and Kotlowski. Also present: Larson, Phillippi, Gaetzke.

Motioned by Kotlowski/Sebastiani to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Sebastiani/Ward to approve prior meeting minutes of June 20, July 11 and 19, 2011. Motion carried by unanimous voice vote.

Letter received from Allen regarding MIS department. Will discuss when McGhee is present.

Discussed and acted on Resolution for transportation grant 2012 and program funds. Gaetzke provided the committee with Transit System Performance Stats.

Present: Babcock, Kotlowski, Djumadi at 9:05 a.m.

Gaetzke explained there were 9 to 12 people who continued to use the program. The cost one way is \$4.50. We could look at increasing that charge. The cost of the program to the county for the utilization was discussed. The mini bus that was purchase recently may need to be returned if the county would choose to discontinue the program. There were no county funds involved in the purchase of the mini bus.

Present: Larson, Danielski and Konecny at 9:10 a.m..

Discussed the CWCA loan/balloon payment due Aug 1, 2011 approx \$155,000. Gaetzke informed the committee that CWCA will be taking out a loan at Grand Marsh State Bank to cover the balloon payment at which time the county will no longer be liable for the debt.

Motioned by Ward/Renner to forward the transportation resolution to August County Board meeting. Gaetzke will be present at the board meeting to answer questions.

Discussed 2010 Highway Dept. Budget overrun. Kotlowski explained that the overrun will be made up out of the maintenance account. Some projects that were planned will not take place this season. The funding will come out of the 260 fund. If all goes well the department should be fine at the end of the year. Kotlowski talked about Tiger Grants, Chip Funds, Ho Chunk Nation Funds and State and Federal monies and that he will continue to seek alternate funding.

Babcock and Kotlowski left at 9:34 a.m.

2010 Audit Presentation. Konecny went over the management communications. There were no significant findings. The designated funds for subsequent years are \$1,917,686 which includes the contingency fund. The undesignated dollar amount of \$3,756,181. Health and Human Service Fund of \$628,898. The county is maintaining the recommended 15-25% funding level.

Brief discuss took place related to the Children Waiver Program, Family Care and Income Maintenance as there will be changes in 2012 related to funding. Konecny thinks the original proposed cut of 10% has been reduced to 7% to Highway Funding, but isn't certain that it is final. Konecny explained the process of doing business by utilizing the 260 fund in conjunction with the 700 fund for highway operations. Revenues from the state will no longer be in the state grant and aids account in the 700 fund. A brief overview on machinery operations took place as there is a (\$83,144) balance. Konecny explained the lack of activity in 2009 for solid waste operations as there was a change in accounting practices in 2010. The goal and/or objective is to match revenues with expenditures moving forward, hopefully there will be a clearer picture in 2012 of operating expenses. The main concern identified was the youth aids that were not recovered by the Health and Human Service Department.

Discuss and/or act on cost allocation contract. Motioned by Kotlowski/Ward to approve the cost allocation agreement with Cohen. Motion carried by unanimous voice vote.

Discuss and/or act on cost of 2011 audit. Motioned by Ward/Kotlowski to renew 3 year contract with Schenk not bidding out contingent, upon Corporation Counsel's review of the document for legal content. Motion carried by unanimous voice vote. Danielski will prepare an engagement letter for 2011.

Discussed carryover funds and the process to incorporate them back on the skyward financial printouts. The budget revision column will be utilized to drop in the figures. Departments will then be able to see their balances moving forward. Fund balance applied account will only be used to reduce the levy. Konecny did not see any problems with this process.

Discussed carryover/non-lapsing account resolution, a resolution will be drafted for the next meeting. It was suggested to incorporate a sentence identifying 100 fund as closing to the general fund.

Danielski, Konecny and Djumadi left at 10:50 a.m.

Recess: Motioned by Sebastiani/Ward to recess at 10:50 a.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman West at 11:00. All present.

Larson explained their office had been working on employee management and salary negotiations in the Skyward system with the assistance of Liz. She had been reading literature as it relates to the Budget Repair Bill and seeing where the most pressing issues would be. At this time WRS withholdings are on the list of pressing items. There are two units that need to be clarified; elected officials and non-represented law enforcement staff. It was determined to have a joint Administrative and Finance Committee Meeting with the Executive Committee to determine withholdings for WRS. Larson will be moving forward and hire actuarial money was allocated in the budget for this service. Larson provided the committee with 2010 audited contingency fund/general fund/debt service/sales tax fund balances. She will modify this document to identify the general fund balance change moving into 2011 along with any other transfers related to the other funds. Larson will begin to work on July's cash reconciliation. Motioned by Renner/Sebastiani to approve the check register. Motion

P164 carried by unanimous voice vote. Motioned by Renner/Kotlowski to approve a Blackberry for Larson/Pierce. Motion carried by unanimous voice vote. Discuss and/or act on contracted services with Liz Hendrickson. Larson requested utilization of Liz for 16 more hours to work on importing and exporting worksheets from Skyward into Excel, to review file folders previously created and how to roll up the budget process. She would like to have her assist with the miscellaneous portion of the budget. Phillippi offered to provide the assistance on the miscellaneous portion of the budget. Larson indicated the 16 hours would be sufficient and there would be no need for future training. Ward questioned the previous training provided by Skyward and if any hours had been recouped. Larson indicated she had been able to work out an agreement to obtain 2 more hours in August to train on salary negotiations and employee management. Wendy and Carol will be participating in the training. Motioned by Renner/Sebastiani to contract with MBE (Liz Hendrickson) at \$80.00 an hour not to exceed 16 hours. Motion carried by unanimous voice vote.

Levy calculations. There was a hand out provide by Cohen identify levy dollars.

Phillippi reported that the staff had been working on election items otherwise business was a usual. Budget documents would follow.

There were no claims against the county to examine.

Discuss and/or act on computer drive access to form documents. Motioned by Kotlowski/Sebastiani to have McGhee forward policy form documents to the County Clerk. Motion carried by unanimous voice vote. The chair advised that if there were other files that need to be forwarded from Liz's drive forward them on. If there are future concerns, the chair can be called for direction as items of this nature come up, the committee all concurred.

McGhee reported that she had received the letter from Allen.

McGhee commented on the previous administration and the lack of desire to fill the vacancy in the department. Although there was a contracted service agreement the office was not able to keep up on the workload. Department heads need to realize their offices are not the only one that may be needing assistance at the time they are requesting it.

In response to the correspondence from Supervisor Allen dated 7-22-011.

1. Rome/State Link – Rome was informed in the beginning discussions that State Link was not working and there was not a projected time line for implementation. I have requested a quote for the scope of work from one of our current vendors.
2. Corp Counsel Office was waiting for a fax machine to be moved, was a convenience item and was moved before the correspondence was received. Since it did not stop the users from working it was not a priority item.
3. UWEX – went through all email and help desk requests did not find anything noting this item.
4. TCM Software is a 2011 project. Installation could not be completed before SAN and backup upgrade. No point in adding a system that could not be maintained. The server has the Operating System and Database software

installed, TCM software installation is the next step of implementation and we are currently working on that.

P165

5. Tech Steering Committee Meeting – Supervisor Allen was present. As stated at that time an email had been sent out to all Department Heads concerning budget requests, there was also a spread sheet put in the interoffice mail for each department. This is the same process that has been followed for at least the last 8 years. 13 of the Departments responded.

Each user has received at least 3 notices in the last 6 months on how to enter a support request. There is a dedicated email address that can be used and a user portal where request can not only be entered but tracked for progress when entered into the support system by the user.

West commented that the technology committee's purpose is to have forward thinking, with strategic planning and be looking into the future. Ward indicated the study completed on the MIS department was a complete waste of time. We didn't find anything out that we didn't already know. She believed the study indicated there should be more support staff and the county didn't want to increase staff. Dawn informed the committee that the county should utilize its internal/external resources and not be hiring from outside the county to find out how to run the county. The department is on track financially. GCS software installation is complete. McLaughlin will be scheduling training. McGhee believes that it would be a smoother transition to train everyone at one time on the system. Virtual Project Update: The virtual desk top is installed. The department is in the process of working on addresses. The County Clerk's office will be the pilot office as it is across the hall and we can work on issues as they come up.

Motioned by Sebastiani/Kotlowksi to approve MIS 2012 budget. Motion carried by unanimous voice vote.

Bays provided the committee with the investment report. Tax deed property will be posted on Wednesday the 28th. They will be published for 3 weeks. On the 29th of August they will be opening sealed bids.

Motioned by Kotlowski/Ward to adjourn at 1:12 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Philippi

Recording Secretary

These minutes have not been approved.

Adams County Airport Commission
Minutes for the September 12, 2011 Meeting

Call to Order: Meeting was called to order by Chairman B. Miller at 7:00PM.

Roll Call: J. Kotlowski, M. Bourke, S. Pollina and B. Miller. J. Reuterskiold was excused due to a service call in Elroy. Also in attendance were M. Scott, airport manager and S. Sundsmo, grounds keeper.

Audience: None.

Was the meeting properly announced? Yes

Approve Agenda: Motion by Pollina, Second by Bourke to approve the agenda. All voted aye, motion carried.

Approve the Minutes: Motion by Kotlowski, Second by Bourke to approve the August 8, 2011 minutes. All voted aye, motion carried.

Airport Managers Report:

Correspondence:

Scott read an invitation from Metco for its customer appreciation day on the 29th of September in Hillsboro.

Also produced was a letter from UNISON Consulting offering their services in creating a Residential Through-the-Fence Access Plan.

And, a \$1,448 invoice from Metco for the balance due for recent state mandated upgrades to the underground storage tank (UST). Specifically the invoice covers the installation of an overfill protection device on the tank, an overfill alarm, and an emergency shutoff switch. Scott reported the work had been completed.

Scott also circulated a notice of adjustment from the Dept. of Revenue apparently indicating a balance due of \$159.83 for fuel tax. Scott will follow up with the state.

Last item of correspondence was an update on the grass cutting policy. Four invoices for grass cutting were mailed 9/9/2011 with Trena Larson, Administrative Coordinator, copied as she requested.

Financial Review Monthly Check Summary:

Scott passed around the monthly check summary and expense report for August. With 67% of the year having passed there are no categories that are beyond that amount.

Adams County Airport Commission
Minutes for the September 12, 2011 Meeting

Fuel Report:

Fuel sales to September 12, 2011 were 10,616 gallons, about 29% below last years 14,861 gallons to 9/30/2010.

Underground Storage Tank Update:

As Scott previously reported under correspondence, the state mandated work to the underground storage tank (UST) has been completed and Metco has submitted an invoice for the balance due.

2012 Airport Budget Update:

Scott reported he met with the property committee and obtained their approval for the proposed budget. He also met with the finance committee which reduced the budget by \$10,000. The reduction would not immediately affect operations at the airport because the airport currently has a carry over to draw from. However, Scott cautioned the danger is to future operations and upgrades at the airport. As the county budget has not yet been finalized there could be another meeting with finance in the near future.

Motion by Bourke, second by Pollina to accept the manager's report. All voted aye, motion carried.

Grounds Keeper Report:

Sundsmo reported the Welcome Center grass has been cut. The airports lawnmower was down for repairs but is operational once again. He also reported a mishap with the tractor whereby a tree branch broke a window on the tractor. Repairs are under way. Otherwise, the equipment is operational and he will soon be ready for snow.

Motion by Pollina, Second by Bourke to accept the groundskeepers report. All voted aye, motion carried.

Audience Comments: None.

Next meeting set for October 10, 2011 at 7PM at the Welcome Center.

There being no further business a motion was made by Kotlowski to adjourn. Second by Pollina. All voted aye, motion carried. Meeting was adjourned at 7:26 PM.

Respectfully Submitted,



Michael L. Scott
Airport Manager

August 24, 2011 Board Packet



MEETING MINUTES

Central Wisconsin Community Action Council, Inc. Board Meeting Proceedings

Meeting Date: June 22, 2011

Place: CWCAC, Inc. Headquarters
1000 Highway 13
Wisconsin Dells, WI 53965

Board Members:

Present: Bill Gomoll, Ross Swinehart, Karl Klingforth, John Atkinson, Scott Beard, Teresa Sumnicht, Muriel Harper, John Wenum, Dave Singer, Charlie Krupa, John Earl, Don Nobs, and Kristine Koenecke

Absent: Jim Layman and Joe Garvin

Unexcused Absence: None

Staff Present: Fred Hebert, Donna Lynch, Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, Greg Tatu, and Jeff Housker

Guests: Jean Christensen

Opening

1. Motion was made by Bill Gomoll to adopt the agenda. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

Motion was made by Ross Swinehart to adopt the June 22, 2011 meeting minutes. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

John Earl asked Liliana Cifuentes to lead us in the Pledge of Allegiance and all to observe a moment of silence to honor those men and women serving in our armed forces after which a rendition of Kate Smith singing God Bless America was played. Congratulations and a round of applause was extended to Liliana and her family for completion of the United States Citizenship Program and recently being received as citizens of the United States of America in Milwaukee. Liliana expressed her appreciation in becoming a citizen and for all the opportunities open to her and her family. John welcomed guest Jean Christensen and staff members Kari Labansky, Craig Gaetzke, Susan Tucker, Lisa Williams, Greg Tatu and Jeff Housker.

John introduced Jean Christensen of WIPFLI who presented our 2010 Financial Audit Survey results. The report on compliance of our major programs included Weatherization Assistance, HOME Partnership, Low-Income Home Energy Assistance, Community Services Block Grant,

August 24, 2011 Board Packet

Homeless Prevention and Rapid Rehousing, and the Neighborhood Stabilization Program. The audit reflected no findings which is a great accomplishment for our agency. Operating statistics reflected comparison of data to other Community Action Agencies across the United States. Our revenues increased to 14.5% and expenses increased to 17.9%. The agency only spends 3.4% on management and general expense which is the actual cost to run the agency which is down from 4% in 2009. This means that 97.6% of funding goes out to serve clients; which is lower in comparison to other Community Action organizations. We currently operate 19 programs with Weatherization being the largest at 40.55% of total expenses. Total revenue in 2010 was \$8,007,404 and total expenses were \$7,801,528 with a change in net assets of \$205,876. Net assets at the beginning of 2010 were \$4,272,785; net assets at the end of 2010 were \$4,478,661. The Statement of Financial Position reflected a slight increase in total assets of \$7,753,937 compared to \$7,585,782 in 2009. The Statement of Cash Flows reflected total cash at year end of \$348,035 up from \$217,637 in 2009. Our 2010 expenditures were \$7.8 million. Unrestricted net assets reflected \$252,713; this was an improvement from 2009. WIPFLI suggests we continue to find ways to increase this amount. Audit observations included Information Technology Access Rights related to the accounting software, review process over some payroll being enhanced if reviewer printed report prior to review, ARRA funding and the challenges associated with it in 2010 and the challenge for 2011 being changing funding. Kari, her staff, and the agency did an excellent job and was well prepared for the audit.

Motion was made by Bill Gomoll to accept the 2010 Financial Audit report as presented by Jean Christensen of WIPFLI. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

2. Board Membership/Elections

Fred announced that the board approved suspending the local elections for Low-Income Representatives due to our transition of board members this last year. Motion was made by Bill Gomoll to re-appoint those presently representing Low-Income for another two year period including Ross Swinehart (Adams County), John Atkinson (Columbia County), Joe Garvin (Dodge County), Dave Singer (Juneau County), and Kristine Koenecke (Sauk County) and Special Interest Groups including Bill Gomoll (Adams County representing Housing Development), Scott Beard (Columbia County representing Major Minority), Muriel Harper (Dodge County representing Volunteerism), Charlie Krupa (Juneau County representing Education), and John Earl (Sauk County representing Economic Development). Seconded by John Wenum. Passed unanimously. MOTION CARRIED.

John Earl asked board members to review Officer Nominations presented in the board packets, reminded them that nominations could be accepted from the floor, and turned the meeting over to Fred. Fred

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thanked John and mentioned that we received three nominations for Board President; John Earl, Ross Swinehart, and Charlie Krupa. Charlie and Ross both thanked the board for the nomination but respectfully declined. According to parliamentary procedure Fred asked three times if there were any other nominations for President. Motion was made by Muriel Harper that nominations be closed and a unanimous ballot be cast for John Earl. Seconded by Scott Beard. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

Fred congratulated John and passed the meeting back to him. John thanked the board for their continued support and allowing him to assume the role of Board President for another year.

John continued with the Board Vice-President election. The nominees were Ross Swinehart, Scott Beard, Charlie Krupa, and Don Nobs. Scott, Charlie, and Don all thanked the board for the nomination but respectfully declined. John asked three times for nominations from the floor. Motion was made by Dave Singer that nominations be closed and a unanimous ballot be cast for Ross Swinehart. Seconded by Teresa Sumnicht. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that the nomination for Board Secretary was Muriel Harper. John asked three times for nominations from the floor. Motion was made by Charlie Krupa that nominations be closed and a unanimous ballot be cast for Muriel Harper. Seconded by Bill Gomoll. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John announced that nominations for Board Treasurer were Kristine Koenecke, Scott Beard, and Dave Singer. Kristine, Scott, and Dave all thanked the board for the nomination but respectfully declined. John asked three times for nominations from the floor with Ross Swinehart nominating Charlie Krupa. With no further nominations motion was made by Bill Gomoll to close nominations and elect Charlie Krupa as Board Treasurer. Seconded by Dave Singer. With no further discussion, motion passed by unanimous vote. MOTION CARRIED.

John asked board members to remember that one more member will be asked to serve as fifth member of the EPF&A Committee and declared the elections complete.

3. Presidents Comments

John Earl commented on the tremendous job Kari and her staff did on the 2010 Financial Audit. The elections are complete which means our new committee structure can be put in place. He thanked board members for attending committee meetings and being involved even though they were not officially appointed to the committees. Reports will be coming up on Holly Heights and a possible Senior Housing Project in Necedah.

August 24, 2011 Board Packet

There were no significant cuts in the Community Services Block Grant which was extremely good for the agency. John expressed appreciation to Fred and board members for all the great things the agency has accomplished over the years.

4. Executive Director's Report

Fred expressed congratulations to board members for their appointments and election results, to Kari, Greg, and Jeff for their exceptional job in the finance unit and on the 2010 Financial Audit, and to Lilliana and her family on their accomplishment in becoming United States citizens. With the loss of ARRA funding we will be switching back to a bi-monthly payroll. We are hoping for only a 9% decrease in CSBG funding. We had the most successful golf outing yet netting just over \$15,000 with great thanks offered to Dick and Mary Buckminster and the community. We will enjoy a potluck picnic with board members and staff for lunch today and look forward to another successful year.

Motion was made by Karl Klingforth to accept the Executive Director's Report of June 22, 2011. Seconded by Ross Swinehart. Passed unanimously. MOTION CARRIED.

5. Budget & Finance Report

No formal report as the 2010 Financial Audit was presented by WIPFLI. Kari Labansky commented on what a great job her staff does and truly appreciates working with everyone here at the agency.

6. Committee Reports

a. Building Committee

Bill Gomoll asked board members to review the Combined Building & EPF&A Committee report of May 20, 2011. The meeting, held at Wyona Lake Apartments, was called to order with separate roll calls taken; five members of the EPF&A Committee and six members of the Building Committee were present. Motion passed by unanimous vote approving the agenda and minutes of the April 15, 2011 EPF&A & Building Committee meetings. Fred reported the HOME application for purchase of the Portage Office Building would be submitted by June 1st. The Neighborhood Stabilization Program is progressing well with one house already sold and one more close to being sold. The Holly Heights project has experienced a few minor issues, but nothing that will hold up the project. The Grand Opening has been scheduled for Friday, July 15th. There is no progress to report on the Adams Warehouse project. Personnel issue discussion was delayed until the June meeting. Fred announced the agency was awarded a Community Development Block Grant Award to provide emergency assistance for flood damage in Columbia County. Plans to reduce employee hours have been delayed for now due to a smaller than expected reduction in 2011 Community Service

Block Grant allocations. Waushara County has extended a letter to our agency to continue administration of their Energy Assistance Program contract and the Waushara County Food Pantry for 2011. John Atkinson reported on a Rio Community Food Pantry fundraiser held on May 1st. Committee members remembered former board member Eleanore Owen who recently passed away. Fred reported he has still been having dialogue with HUD Staff regarding Wyona Lake Apartments and mentioned an official invitation was sent via email inviting HUD Staff to our meeting today with no response. Introductions were made with Wyona Lake Apartment residents who discussed facility maintenance with board members and made suggestions for advertising apartment openings. Kari Labansky presented the May Finance Report and reported that the financial audit went well. After a tour of Wyona Lake Apartments, board members will travel to Portage to view the Portage Office Building. The next meeting will be held on Friday, June 17, 2011.

Bill Gomoll asked board members to review the Building Committee report of June 17, 2011. The meeting was called to order and roll call was taken with five members present. Motion passed by unanimous vote approving the agenda and minutes of the May 20, 2011 meeting. Fred reported on Holly Heights progress with a completion date planned at the end of June and prospective tenants currently being interviewed. The Grand Opening is scheduled for July 15th. The HOME Grant for the Portage Office Building has been submitted. Ed Czerkas presented a report on maintenance and repairs at each of our buildings. Fred reported the sale of two NSP houses and a serious buyer for the third. A Senior Housing Needs Survey has been sent to Roger, the Necedah Village Administrator to determine need and interest from the senior residents of a senior housing facility. Fred reported that with \$8,000 to \$10,000 worth of repairs needed on our single-family house, Oakdale, in Adams so we are considering putting it up for sale; committee members requested a property appraisal. Word is expected on the Harold Henning estate by June 25th and Fred will contact other estate recipients to see if they have any interest in collaborating on the Adams Storage Warehouse. The next meeting will be held on July 15, 2011 at the MVP Business Center in Necedah with the Holly Heights Grand Opening following.

Motion was made by Bill Gomoll to present Ed Czerkas with a certificate of thanks from the Board of Directors for his reports to the Building Committee and the outstanding work he does at the agency including maintenance and repairs on each of our buildings. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

Motion was made by Bill Gomoll to accept the Building Committee Reports of May 20, 2011 and June 17, 2011. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

b. EPF&A Committee

John Earl commented that the Combined Building and EPF&A Committee meeting minutes of May 20, 2011 were just discussed however asked for any questions or comments. With no further discussion, John asked board members to review the EPF&A Committee report of June 17, 2011. The meeting was called to order and roll call was taken with four members present. Motion passed by unanimous vote approving the agenda and minutes of May 20, 2011. Fred distributed a brief summary from our 2010 Financial Audit for review. Personnel issues were reviewed. Fred reported that due to the loss of the ESG Grant in the Homeless Unit, one half-time staff will now be working full time in Weatherization and five Case Managers will have hours reduced by five per week. Ana Castellano has been hired to assist on the front desk at 10 hours per week. John Earl gave a description of the officer elections process coming up at the board meeting next week. The 12th Annual CWCAC Golf Classic held last Thursday at Trappers Turn was a huge success netting just over \$15,000. We are expecting word on the amount we should receive from the estate of Harold Henning by June 25th. Managers will extend an offer to employees to work modified summer hours with an early arrival and leave time. Fred and John asked committee members to consider having individual board members report on anything that is happening in their respective areas at the beginning of each board meeting; if they wish to report. The next meeting will be held on July 15, 2011 at the MVP Business Center in Necedah with the Holly Heights Grand Opening following.

Motion was made by Bill Gomoll to accept the EPF Committee Reports of May 20, 2011 and June 17, 2011. Seconded by Charlie Krupa. Passed unanimously. MOTION CARRIED.

7. Program Reports

- a. Weatherization
- b. Homeless
- c. Hunger Reduction
- d. Employment & Training
- e. Business Development

Program Reports were distributed in the Board Meeting Packets for review prior to the meeting. Craig Gaetzke presented the Weatherization Program Report. Additional May data indicated weatherization of another 44 units putting our total at 828 clients served. The Weatherization contract closes out at the end of June and new contract issued July 1st. With \$1.5 million from previous contract rolling into the new contract and total monies received, we have no layoffs planned in new contract year. Susan Tucker presented the Homeless Unit Program Report. She mentioned updated numbers for January and February were presented under the Scattered Site Transitional Housing Program due to loss of data in transferring to a new computer system earlier in the year. No FEMA money has been received from the federal government yet, therefore our

number of clients served is lower than 2010. The only money we have for motel vouchers is what is pulled in from the Salvation Army. The homeless shelter in Portage had a few rooms vacant as of yesterday but is generally at full capacity. Lisa Williams presented the Hunger Reduction Program Report. In March 2011 there was a 3% increase in households served, an 18% increase in donated and/or purchased foods, and a 61% increase in USDA commodities. In April 2011 there was a 1.5% increase in households served, a 5% decrease in donated and/or purchased food, and a 25% increase in USDA commodities. We have 115 Section "8" vouchers leased up and also administer five port-ins totaling 121 vouchers over four counties.

Motion was made by Ross Swinehart to accept the Weatherization, Homeless, Hunger Reduction, Employment & Training, and Business Development Program Reports of June 22, 2011. Seconded by John Atkinson. Passed unanimously. MOTION CARRIED.

8. Old Business

John Earl requested volunteers to serve on the Planning, Buildings, Programs (PBP) Committee with volunteers including Bill Gomoll, Dave Singer, John Wenum, Scott Beard, and John Atkinson. Board members discussed changing committee meeting dates from Fridays to Thursdays; further discussion will take place at the next committee meeting.

9. New Business

None

10. Next Meeting

Wednesday, August 24, 2011 @ 10:00 a.m.

11. Adjourn

John Wenum made a motion to adjourn. Seconded by Kristine Koenecke. Passed unanimously. MOTION CARRIED.

ADAMS COUNTY BOARD MINUTES
August 16, 2011 6:00 p.m.

P175

The Adams County Board of Supervisors meeting was called to order by Chairman Sebastiani at 6:01 p.m.

Roll Call of Supervisors: Dist. #01-Glenn Litar; Dist. #02-Diane England; Dist. #03-Larry Babcock; Dist. #04-Al Sebastiani; Dist. #05-Jerry Kotlowski; Dist. #06-Dean Morgan; Dist. #07-Joseph Stuchlak; Dist. #08-Patrick Gatterman; Dist. #09-Patricia Townsend; Dist. #10-Vacant; Dist. #12-Florence Johnson; Dist. #13-Mike Keckeisen; Dist. #14-Bev Ward; Dist. #17-Bill Miller; Dist. #18-Terry James; Dist. #19-Karl Klingforth; Dist. #20-Lori Djumadi. Excused, Dist. #11-Jack E. Allen, Dist. #15-David Renner, and Dist. #16-John West. Also present Ethan Olson and Alexandria Beckman, from the SAYL program. Excused, Myckael Rake SAYL member. Motioned by Keckeisen/Stuchlak to approve the agenda and to deviate to Res. #42 before Res. #39. Motion carried by unanimous voice vote.

Motioned by Litar/Johnson to approve July 19, 2011 minutes. Motion carried by unanimous voice vote.

Public Participation: None

Claims: None

Correspondence: None

Appointments:

Motioned by Klingforth/Townsend to appoint Heidi Roekle to County Board Supervisor for District #10, replacing Joanne Sumpter. Motion carried by unanimous voice vote. Oath of office was given by County Clerk, Cindy Phillippi.

New Business: None

Unfinished Business: None

Reports and Presentations: 2010 Audit presented by Jon Trautman/Schenck. The Student government day survey was distributed. Jane Gervais and Sherry Kotlowski were acknowledged for their 25 years of service as Adams County Employees. Trena Larson, Administration Coordinator/Director of Finance gave a report. RIDC report was distributed. SAYL students Alexandria Beckman and Ethan Olson were recognized. Excused, Rake.

Resolutions:

Res. #42: Motioned by Ward/Kotlowski to adopt Res. #42 to recognize Rose J. Ciaroni for her years of service to Adams County. Motion to adopt Res. #42 carried by unanimous voice vote. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Res. #39: Motioned by Kotlowski/Djumadi to adopt Res. #39 to sell county advertised tax foreclosure property (Tax # 201-803). Motion to adopt Res. #39 carried by unanimous voice vote. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Res. #40: Motioned by Klingforth/Townsend to adopt Res. #40 to approve submission of a grant renewal application to fund a public transportation system and to allocate matching funds for the grant. Motion to adopt Res. #40 failed by roll call vote, 2 yes, 14 no, 1 abstaining and 3 excused. Voting yes, Klingforth and Litar. Abstaining, Roekle. Excused, Allen, Renner and West. (2 no, 1 excused SAYL member, non-binding votes. Excused, Rake).

Res. # 41: Motioned by Ward/Kotlowski to adopt Res. #41 to recognize, honor, and remember Rodney Babcock's nine years of service to Adams County and the Adams County Highway Department. Motion to adopt Res. #41 carried by unanimous voice vote. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Res. # 43: Motioned by James/Litar to adopt Res. #43 to authorize Lt. Seth Tully for Out-of-State Travel to St. Louis, Missouri. Motion carried by roll call vote, 12 yes, 5 no 3 excused. Voting no, Djumadi, Gatterman, Kotlowski, Miller and Stuchlak. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Res. #44: Motioned by Johnson/Gatterman to adopt Res. #44 to authorize Highway Commissioner Pat Kotlowski to apply for TIGER (Transportation Investment Generating Economic Recovery) Grant. Motion to adopt Res. #44 carried by roll call vote, 15 yes, 2 no and 3 excused. Voting no, James and Stuchlak. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Recess: Motioned by Keckeisen/Johnson to recess at 7:19 p.m. Motion carried by unanimous voice vote.

Reconvene: Called back to order by Chairman Sebastiani at 7:34 p.m. Roll call
17 present, 3 excused. Excused, Allen, Renner and West. (2 SAYL members present, 1 excused, Rake).

Ordinances:

Ord. #11: Motioned by Stuchlak/Johnson to enact Ord. #11 to rezone a parcel of land in the Town of Preston owned by Big Roche a Cri Lake District, located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, changed from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District. Motion to enact Ord. #11 carried by roll call vote, 17 yes, 3 excused. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Ord. #12: Motioned by Licitar/Johnson to enact Ord. #12 to rezone a parcel of land in the Town of Preston owned by Town of Preston, located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue changed from an R3 Mobile Home Residential District to a PSP-1 Public Semi-Public District. Motion to enact Ord. #12 carried by roll call vote, 17 yes, 3 excused. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Ord. #13: Motioned by Stuchlak/James to enact Ord. #13 to rezone a parcel of land in the Town of Preston owned by the Town of Preston, located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue changed from a Recreational/Residential District to a General Purpose District. Motion to enact Ord. #13 carried by roll call vote, 17 yes, 3 excused. Excused Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Ord. #14: Motioned by Stuchlak/James to enact Ord. #14 to amend the Adams County Shoreland Protection Ordinance. Motion to enact Ord. #14 carried by roll call vote, 15 yes 2 no, 3 excused. Voting no, Gatterman and Licitar. Excused, Allen, Renner and West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Denials: None

Petition: None

Motioned by Klingforth/Townsend to approve claims as submitted. Motion to approve claims carried by unanimous voice vote. Excused Allen, Renner, West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Motioned by Kotlowski/Johnson to approve per diem and mileage as submitted. Motion to approve per diem and mileage carried by unanimous voice vote. Excused Allen, Renner, West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Motioned by Johnson/Djumadi to have the Clerk correct any and all errors and to read back at the next meeting if so requested. Motion carried by unanimous voice vote. Excused Allen, Renner, West. (2 yes, 1 excused SAYL member, non-binding votes. Excused, Rake).

Set next meeting date for September 20, 2011, 6:00 p.m. Motioned by Ward/Babcock to adjourn at 7:40 p.m. Motion to adjourn carried by unanimous voice vote.

Respectfully submitted,


Cindy Philippi
Adams County Clerk

These minutes have not yet been approved.

**Minutes of Executive Committee Meeting
Wednesday, August 10, 2011 – 1:00 p.m.
Conference Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 2:53 p.m. The meeting was properly announced. Members present: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; AGF representative.

Motion by Stuchlak seconded by Ward, to approve the Agenda. Motion carried by unanimous vote.

Motion by Renner, seconded by Stuchlak, to approve the Executive Committee Minutes of July 12, 2011. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

The AFG representative gave a Health Risk Assessment presentation.

Discussion was held regarding AC/DOF request for additional compensation at 50 cents per hour for the Account Technician/Payroll Specialists for additional duties performed during the vacancy of the Administrative Assistant position. **Motion by Ward, seconded by Stuchlak, to deny additional compensation for additional duties performed during the vacancy of the Administrative Assistant position. Motion carried by unanimous vote.**

Trena Larson presented the AC/DOF proposed 2012 budget. **Motion by Ward, seconded by Babcock, to forward the AC/DOF budget to the Administrative & Finance Committee for approval. Motion carried by unanimous vote.**

Trena presented the Administrative Coordinator/Director of Finance monthly report.

Jack Albert presented Corporation Counsel Department proposed 2012 budget. **Motion by Babcock, seconded by Renner, to forward the Corporation Counsel budget to the Administrative & Finance Committee for approval. Motion carried by unanimous vote.** Jack presented the Corporation Counsel monthly report.

Marcia Kaye presented the Personnel Department monthly report. **Motion by Renner, seconded by Stuchlak, to forward the Personnel Department budget to the Administrative & Finance Committee for approval. Motion carried by unanimous vote.** Marcia presented Personnel Department proposed 2012 budget.

Motion by Babcock, seconded by Ward, to approve vouchers. Motion carried by unanimous vote.

These minutes have not yet been approved by the Executive Committee.

A special meeting may be held on August 16, 2011 at 5:30 p.m. regarding Highway Department Hiring.

The next regular meeting date is set for September 13, 2011 at 9:00 a.m.

Action items for next meeting: Closed session regarding upcoming Union Negotiations.

Motion by Stuchlak seconded by Renner to adjourn the meeting at 5:02 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

HEALTH INSURANCE STUDY COMMITTEE

Tuesday, August 02, 2011 9:00 a.m.

Conference Room A260

Members Present: Diane England, Terry James, Jay Scott of AFG, Trina Larson, Barbara Drolson, Shalan Larson, Myrna Diemert, Cheryl Thompson, Kathie Dye, Barb Waugh, David Carlson, Cheryl Thompson, Karen Bays, Sarah Grosshuesch.

Chair Diane England called meeting to order at 9:00 am.

Motion by James, seconded by England to approve the Agenda. All in favor

Motion by James, seconded by Diemert to approve the minutes from the June 21, 2011 meeting. All in favor.

HRA FUNDING ANALYSIS REPORT (FAR) – As of June 2011 we are “running as planned” and we are at 99.47% of funding.

ERRP – Marcia has uploaded Adams County’s claim on the website with a request of \$29,000.00. Jay explained that the most we could hope to be reimbursed would be \$23,200.00. This money could be used to offset HRA (Health Risk Assessment) expenses. The monies must be tied to health care liability or plans. If it is used for a wellness program the Retirees must be notified of the HRAs. Motion by Diemert to recommend to the Administrative/Finance Committee that the ERRP reimbursement be directed to the Wellness Programs and the Health Risk Assessment account, in order to improve the health of the retirees and current employees. Seconded by Grosshuesch. All in favor by voice vote.

2012 UNITY MEDICAL RENEWAL & OPTIONS - Unity started with a 17.36% increase but through leverage of AFG this year’s increase will be 12%. Unity uses the lowest trend factor of 8%.

Health Coverage Alternatives – Four (4) plan options were presented for review and discussion. The plans range from a high deductible HSA to the status quo w/a 12% increase and 2 plans in-between. (9:40 – Cindy Phillips & County Board Member Lori Djumandi arrived) Much discussion was held to try and determine the best fit for Adams County. Alternative 2 appeared to be the fairest for both the County and the employees. This plan may allow a HRA (Health Reimbursement Account) to stay in place, with the amount the County would contribute to be determined by the amount of savings gained by switching plans.

Jay is going to go back to Unity in an attempt to be able to get Alternative 2 at a 0% increase. It was the decision of the committee and Jay that we continue to try and work with Alternative 2.

WELLNESS COMMITTEE UPDATE – Assessments are scheduled for Aug 29 & 30th; Sept. 8 & 9th. There will be educational sessions held to inform the employees of the advantages of having an HRA done and to give the employees a heads-up on the incentives coming in 2013 by participating in the 2012 HRA.

NEXT MEETING DATE: The next meeting for the Health Insurance Committee will be Tuesday, August 30, 2011 at 9:00 am. The Wellness Committee will meet just prior to that at 8:15 am.

Agenda Request For Next Meeting

Finalize Alternative Plan #2

Veteran's Day Presentation

Motion by Terry to adjourn the meeting, seconded by Bays. All in favor by voice vote.

Respectfully Submitted

Kathleen R. Dye
Pro-Tem Secretary

pg 2 of 2
HealthIn
8-2-11

**Adams County Humane Society
Board of Directors - Meeting Minutes
Community Center in Adams County
August 8, 2011
License # 266944-DS**

Call to Order

Carol Berry called the monthly meeting of the ACHS board of directors to order at 5:03pm.

Attendance

Carol Berry, Mary Anne Keul, Al Schmidt, Brenda Merkle, Joyce Koehler, Christina Ackerman, Lynn Moen, Monica Spooner and (possible new member guest) Fran O'Brien.

Approval of Minutes

The minutes of 7/11/2011 were approved by motion from Mary Anne and seconded by Lynn.

Treasurers Report

Al presented the monthly financial report, explained expenses and answered questions. The treasurers report was approved and accepted by motion by Brenda and seconded by Joyce. All agreed to join the Chamber of Commerce, motion was made by Brenda and seconded by Lynn.

Building Maintenance

- *The vents in the doors are being installed on August 9th.
- *The new steel posts (replacing the wood beams) are being installed starting August 9th.
- *The faulty electrical outlets have been replaced.
- *The adjustment of the blower on the furnace will be done free of charge.

Fresh Ideas Committee Update

- *Rabies clinic will be August 13, from 2-4pm.
- *Garage sale will be the 26th and 27th of August.
- *Rome classic car show will be September 10th.
- *The pie and ice cream social held on 7/23 at the Lions park was a great success.

Managers report

- *Christina presented the managers report, it was discussed and questions answered.
- *DJ's Bar and Grill held a fundraiser and presented the proceeds to the Humane Society.

Old Business

- *By-Laws were reviewed, no changes made and were accepted by motion from Mary Anne and seconded by Brenda.
- *Group communication was discussed and it was decided that if there are any important decisions to be made, a special meeting of the BOD would be called.
- *Making changes and having new brochures printed would be discussed at our next meeting.

New Business

- *A committee was formed to work on a proposed budget for 2012. Members of the committee are Mary Anne Keul, Christina Ackerman and Al Schmidt.
- *Al Schmidt made a motion to convene in closed session 19.85(1)E at 8:00pm and was seconded by Brenda Merkle. Al Schmidt made a motion to go back into open session 19.85(2)E at 8:28pm and was seconded by Lynn Moen.
- *A special meeting of the BOD will be held Wednesday August 17, 2011.

Adjourn

Carol Berry called the meeting to end at 8:38pm.

Next BOD meeting held at the community center will be September 12, 2011 at 5pm.

Minutes respectfully submitted by:


secretary

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

THURSDAY, AUGUST 11, 2011 AT 8:30 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Patrick Gatterman, Secretary
Dean Morgan
Michael Keckeisen

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner & Peter Hansen

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 8:30 A.M., on Thursday, August 11, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN AND KECKEISEN. ALL MEMBERS PRESENT.

APPROVAL OF AGENDA: *Motion by Gatterman to approve the Agenda as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (JULY 14, 2011): *Motion by Gatterman to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JULY 14, 2011 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: Public participation was requested for the following Agenda item:

- TIGER Grant Application

SITE VISIT ~ 659 COUNTY ROAD "A" ~ PROPERTY OWNER CONCERNS: Highway Committee and Commissioner went to 659 County Road "A", viewed and met with the property owner at this address reference his concerns about water and drainage issues. *Motion by Gatterman to refer the property owner at 659 County Road "A" to the Adams County Land & Water Conservation Department, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* Highway Committee did contact Adams County Land & Water Conservation Department and talked to Chris Murphy to inform him of the property owner's concerns and that Highway Committee was referring these concerns to his department.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: NONE

REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Keckeisen to approve the Jurisdictional Offers as prepared by Timber-Selissen Land Specialist for parcels: 101 and 149 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
AUGUST 11, 2011 ~ 8:30 A.M.**

TIGER GRANT APPLICATION: Peter Hansen representing AECOM was present to explain fees and application requirements for the Tiger Grant. *Motion by Keckeisen to proceed forward and submit for the Tiger Grant Application with AECOM Technical Services Inc. for an amount of \$27,500.00 reference TASK ORDER NO. 19 and to forward a Resolution to County Board authorizing the Highway Commissioner to apply for TIGER (Transportation Investment Generating Economic Recovery) Grant, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

MOTION BY KECKEISEN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #16, SECOND BY GATTERMAN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

THE COMMITTEE CONTEMPLATES CONVENING INTO CLOSED SESSION UNDER SECTION 19.85(1)(C) OF THE WIS. STATUTES FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE VALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY: *Motion by Keckeisen to go into Closed Session per section 19.85(1)(c) of the Wisconsin Statues, second by Gatterman. ROLL CALL VOTE: Keckeisen – YES, Johnson – YES, Morgan – YES, Gatterman – YES and Babcock – YES. MOTION CARRIED.*

THE COMMITTEE CONTEMPLATES RECONVENING INTO OPEN SESSION FOLLOWING THE CLOSED SESSION UNDER SECTION 19.85(2) OF THE WIS. STATUTES TO CONTINUE WITH THE REGULAR MEETING: *Motion by Gatterman to back into Open Session per Wisconsin Statutes 19.85(2), second by Keckeisen. ROLL CALL VOTE: Morgan – YES, Gatterman – YES, Babcock – YES, Johnson – YES and Keckeisen – YES. MOTION CARRIED. Motion by Gatterman to offer the Patrol Superintendent candidate grade 12 step 3 wage scale and to send to Executive Committee for approval and if candidate does not accept the Executive Committee decision, the next two candidates will be re-interviewed, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

MOTION BY KECKEISEN TO RETURN TO THE ORIGINAL AGENDA, SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

UPDATE ON STATE BUDGET AND IMPACT ON HIGHWAY DEPARTMENT: Highway Commissioner updated the Highway Committee and discussed the State Budget impact on the Highway Department and how requests from other counties to participate on improvement projects will no longer be allowed.

HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS EXCUSED AT 12:00 P.M.

2012 HIGHWAY BUDGET: Highway Commissioner presented the 2012 Highway Budget to the Highway Committee with no increase in the Highway County Levy amount from 2011, which was \$3,425,172.00. The Highway Committee and Commissioner reviewed and discussed all of the documents that make up the Highway Budget. *Motion by Johnson to approve and forward to the Finance Committee the 2012 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$7,647,202, TOTAL*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
AUGUST 11, 2011 ~ 8:30 A.M.**

EXPENSES \$7,647,202 COUNTY TAX LEVY \$3,425,172.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Currently mowing on State and County right-of-ways
- Seal Coating in Lincoln County is completed
- Painting for State and other counties, both trucks running
- CTH "B" overlay is complete including the shoulder work
- CTH "O" reconstruction in progress
- Scenic Byways

FINANCIAL REPORT: Motion by Keckeisen to approve the July 2011 Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the August 4, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON VACANT HIGHWAY POSITION: Motion by Keckeisen to postpone acting on the vacant highway position and to place this agenda item on the September Highway Agenda, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- TIGER Grant
- Adams County Land & Water Conservation Dept / 659 County Road "A"
- Budget Bill
- Vacant Highway Position

SET NEXT MEETING DATE AND ADJOURN: Motion by Morgan, second by Keckeisen, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, September 8, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

Meeting adjourned at 2:15 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

JOINT MEETING OF Ad Hoc Transition Committee and
Ad Hoc Consolidation Sub Committee Minutes
June 24th, 2011, 8:30 a.m. A231

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Motioned by Allen/Sumpter to appoint Bill Miller as Chairperson. Motion carried by unanimous voice vote. The meeting was called to order by Miller at 8:45 a.m.
The meeting was properly announced.

Present: Ward, Allen, Johnson, Sumpter, England, Cohen, Stuchlak, Keckeisen, James, Wellumson, and Croke. Also present: Genrich, Albert, Bays, Price, Kaye, Kotlowski, Barnes, Phillippi and Borowski. Excused, John West.

Motioned by Sumpter/Johnson to approve the agenda. Motion carried by unanimous voice vote.
Motioned by Sumpter/Ward to approve the June 9, 2011 minutes. Motion carried by unanimous voice vote.

Dan Borowski:

Prohibited bargaining:

- Wages
- Hours
- Conditions of employment
- Contracts essentially become a one page document.

Hourly wage x hours worked x number of employees = total base wages.

Public Safety Employees retain most bargaining rights.

Notice is sent out to the union in Sept/Oct which is considered the initial request to reopen. January 2012 ((preliminary offers)-if no increase to the CPI you cannot offer more unless you have a referendum)). In order to continue as a union there has to be a vote of 51% of the membership, if there isn't 51% the total base wages are off the table.

All collective bargaining agreements expire December 21, 2011.

Step 1: Exchange initial proposals

Step 2: CPI up unless referendum, bargain within cap

Step 3: Negotiate

Step 4: Mediate

Step 5: WERC-base wages only-impasse wages freeze example-interest arbitration is out.

There is no retro pay upon agreement. Payment is only effective when an agreement has been reached. This is a benefit to the County. Another benefit to the County is the ability to base overtime on 40 hours of physical work, if so desired.

October 1, 2011 is the deadline for the Grievance procedure: County Board has final say about termination and has control, system and procedure should be recommended by Transition committee.

RECESS: Motioned by Keckeisen/Ward to recess at 9:21 a.m. Motion carried by unanimous voice vote.

RECONVENE: Motioned by Ward/James to call back to order at 10:57 a.m. Motion carried by unanimous voice vote. Excused, Tom Coke.

General employee contribution is 5.8% and elected is 6.5%. Department heads/non reps/union members start date for payment into WRS is currently unknown. It is unclear if Elected Officials will pay.

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Sheriff Union: Their 1/2 share of WRS can be bargained in union negotiations another words it is subject to bargaining. What they bargain for is confusing. Public Safety: New employees have to pay their WRS, others are grandfather in. General Manager-different from one another-allocate resources/budget purchase resources.

Public Safety: Can have longer than a one year agreement, with the exception being health insurance. The county could choose one plan health insurance plan. Local economic conditions come into play in interest arbitrations.

WRS-Pretax not for federal employee. Non-rep employee-sheriff-managerial for purposes of WRS-will pay a %.

There are specific items that must be in the grievance procedure, for example: discipline, employee letter, termination, work place safety, must be in writing, impartial hearing officer, appeal decision process-can it be heard by the county board or board members. Performance based-termination definition act or omission of employee.

Define hearing process, what would we allow.

- Why
- What
- Where
- Who
- When
- How

Just case or a lesser standard.

Work place Safety can be a difference procedure, there are multiple options, deferring to department heads, supervisors, safety committee, no formal safety.

The Transition Committee will need to work on these policies.

Benefits employees have are open for discussion.

Sick time cannot take away vested. No fault attendance policy, over use of sick time-discipline are items open for debate.

Other areas to consider:

- Shared Resources
- ARDC-
- Emergency Management
- Highway
- Design post BRB wage study
- Pay for performance
- Training- personnel-Board training

Set next meeting date – Ad Hoc Consolidation Committee July 18, 2011 at 8:30 a.m.

Identify agenda items:

Set next meeting date-Ad Hoc Transition Committee July 18, 2011 at 9:30 a.m.

Identify agenda items:

Motioned by Allen/James to adjourn at 11:40 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,


Recording Secretary

Cindy Phillippi

These minutes have not been approved.

pg 2 of 2
Joint Ad Hoc

**Minutes of Joint Executive Committee/Administrative & Finance Committee Meeting
Wednesday, August 10, 2011 – 1:00 p.m.
Conference Room A-260**

Meeting called to order by Al Sebastiani, Chair, at 2:14 p.m. The meeting was properly announced. Members present: Executive Committee: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward. Administrative & Finance Committee: Jerry Kotlowski, Dave Renner, Al Sebastiani, and Beverly Ward. John West was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Sheriff Sam Wollin; County Clerk Cindy Phillippi; and Supervisor Mike Kekeisen.

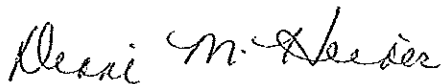
Motion by Babcock, seconded by Ward, to approve the Agenda. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Discussion was held regarding WRS contributions/deductions. Trena Larson gave a summary report of the teleconference held with Attorney Dan Borowski regarding Wisconsin Retirement System contributions required of certain employees under the new Wisconsin Budget Repair Bill. Jack Albert read aloud Borowski's memorandum opinion regarding requirement for, or exemption from, employee contributions toward the WRS. Borowski joined the meeting at 2:32 p.m. by teleconference. Discussion was held regarding the effect of County Collective Bargaining Agreements, contribution under specific employment positions, and uncertainty in light of potential/pending lawsuits. No action was taken by the Committees.

Motion by Ward, seconded by Stuchlak, to adjourn the meeting at 2:50 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

Minutes of Joint Executive Committee/Public Safety & Judiciary Meeting
Wednesday, August 10, 2011 – 1:00 p.m.
Conference Room A-260

Meeting called to order by Al Sebastiani, Chair, at 1:20 p.m. The meeting was properly announced. Members present: Executive: Al Sebastiani, Dave Renner, Joe Stuchlak, Larry Babcock, and Beverly Ward. PS&J: Terry James, Mike Keckeisen, Al Sebastiani, Bill Miller, and Beverly Ward.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. "Jack" Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Sheriff Sam Wollin; Medical Examiner Angela Hinze; Marilyn Rogers, Chief Deputy Medical Examiner; and Supervisor Mike Keckeisen.

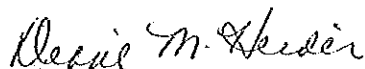
Motion by James, seconded by Stuchlak, to approve the Agenda. Motion carried by unanimous vote.

There was no public participation. There was no new correspondence.

Discussion was held regarding the future term and/or extension of the Intergovernmental Agreement for Columbia County to provide medical examiner services to Adams County, pursuant to paragraph 5 of Adams County Ordinance No. 2010-10. Angela Hinze, Columbia County Medical Examiner addressed concerns that she was not made aware of a staff member communicating directly with Committee members regarding lack of training. The staff member has not taken the initiative to request or participate in additional training. Hinze described the 24-hour availability of staff and equipment provided by Columbia County, and the cost effectiveness of implementing a Medical Examiner system. The initial \$20,000 contract fee is still on deposit with Columbia County and has not been touched, since the program is operating at a profit. Hinze is not benefiting personally from the appropriation. Columbia County compiles information daily to give up-to-date reports and interacts electronically with Adams County. Sebastiani commented that the reports are the most comprehensive he's ever seen. Ward questioned whether the salary for the vacant third staff person should be equally divided between the two Adams County staff members who may put in additional on-call hours because of the vacancy. James agreed with Ward. Hinze is to work on rewriting Memorandums of Understanding and report back to the Committee. Corporation Counsel Albert suggested that the Committee have Medical Examiner Hinze review and update any new terms, fees, etc., for the Intergovernmental Agreement and report same back to the PS&J Committee. **Motion by James, seconded by Ward, to continue with the contract for Columbia County Medical Examiner for one (1) year, to be reevaluated in August 2012, and to change the Memorandum of Understanding to compensate the two existing staff members with funds available from the unfilled third staff position, retroactive to April 1, 2011. Motion carried by unanimous vote.**

Motion by Ward, seconded by James, to adjourn the meeting at 2:12 p.m. Motion carried by unanimous vote.

Respectfully submitted,



Diane Heider
Recording Secretary

These minutes have not yet been approved by the Executive Committee.

APPROVED MINUTES**LAND & WATER CONSERVATION COMMITTEE MEETING**

August 8, 2011
Regular Meeting

Present: All Committee members present.

Call to Order: Chair Stuchlak called the meeting to order at 9:02 a.m. in Adams County Courthouse Conference Room A231

Agenda: Motion by Klingforth/Morgan to approve, carried unanimously.

Previous Minutes: Motion by Licitar/England to approve minutes for July 11, 2011 and July 19, 2011 meetings. Motion passed unanimously.

Public Participation: Will include during agenda topics.

Motion by James/Klingforth to deviate agenda to Resolution requesting the towns of Rome and Preston to create no-wake zones adjacent to county-owned dams. Motion passed unanimously.

Motion by England/Klingforth to approve Resolution requesting the towns of Rome and Preston to create no-wake zones adjacent to county-owned dams contingent upon Corporation Counsel's approval. Roll Call vote: England-yes, Morgan-yes, Klingforth-yes, James-no, Stuchlak-yes, Bork-yes, Licitar-yes. Motion passed 6-1.

Returned to original agenda order.

Wildlife Abatement report: None

DNR report: None.

NRCS report: no report. Table Operational Agreement to September meeting.

LWCD report: report in Committee packet reviewed and no questions asked.

CWWP report: Licitar reported next meeting is 8/15/11.

North Central LWCA report: England stated there was nothing to report.

Golden Sands RC&D report: James reported on Agroforestry tour and presented Invasive species playing cards.

USDA Farm Services Agency report: Bork reported on teleconference call and said National Supply/Demand report will come out on 8/11/11.

Report from Seth Senchad on Sand Lake Cons Camp tabled until September meeting.

Murphy reported Sherwood Dam Toe Drain project is completed and complimented Pete Haug of Ayres and Associates for doing a good job of project management and Tom Pierce of LWCD for doing a good job of inspecting erosion control and site security.

Motion by England/Morgan to purchase 2 FSS Flow Sampling System Stream Monitors for a total cost of \$6,850. Motion passed unanimously.

APPROVED MINUTES

Discussion on Independent Contractor's Agreement with Patty Johnson to provide training and support to new Conservation Clerk with Corporation Counsel participating. It was decided not to enter into the agreement.

Motion by Morgan/ England to approve Partnership Agreement with Adams County Community Children Concerns (4Cs) program as revised by Committee. Motion passed unanimously.

Motion by James/Klingforth for a break at 10:06 am. Motion passed unanimously.

Chair Stuchlak called the meeting back to order at 10:20 a.m

Motion by James/Klingforth to deviate agenda to cost share contracts. Motion passed unanimously.

Bremer presented Wilcox shoreline protection. Motion by James/Licitar to approve cost share. Motion passed unanimously.

Returned to original agenda order.

2012 LWCD Budget: Discussion occurred and revisions made. Motion by James/Licitar to approve budget as revised. Roll Call Vote: Stuchlak-yes, Bork-yes, Licitar-yes, England-yes, Morgan-yes, Klingforth-yes, James-yes,. Motion passed unanimously. Revision documented on cover page and committee members signed cover page.

There was no travel or training requests.

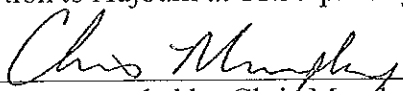
Communications: Stuchlak communicated a thank you to Pete Haug for providing Easton Lake District a response regarding handicap accessible ramp to Easton Dam water flow control structure. Stuchlak instructed Murphy to provide by 8/18/11 Murphy's Pros/Cons for LWCD consolidating with Planning and Zoning Department.

Financial Report: Murphy pointed out negative line items and provided explanation for them. Motion by James/Klingforth to table approval to September meeting.

Next meeting agenda items: Sand Lake Conservation Camp report, August Financial report, NRCS-LWCD Operational Agreement.

Next Meeting Date: scheduled for September 12, 2011, 9:00 a.m.

Motion to Adjourn at 11:35 p.m. by Licitar/Morgan. Motion carried unanimously.


Minutes recorded by Chris Murphy, County Cons

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE.

Adams County Local Emergency Planning (LEPC) Committee

Monday, August 8, 2011

9:30 a.m. – Community Center Building, Conf. Rm. 103

A meeting of the Adams County Local Emergency Planning Committee (LEPC) was held on Monday, August 8, 2011, in Conference Room 103 at the Adams County Community Center. Chair Dean Morgan called the meeting to order at 9:30 a.m. The meeting was properly noticed.

Roll call of members present: Dean Morgan, Chair/County Board Representative; Florence Johnson, Vice-Chair/County Board Representative; Scott Switzer, Moundview Memorial Hospital; Pat Kotlowski, Highway Commissioner; Todd Hanson, City of Adams Chief of Police; Jeff Rogers, ARES/RACES; Chris Saloun, Public Health; Sam Wollin, Sheriff; Les Beckman, Captain/Acting Chief Deputy; and Jane Gervais, Emergency Management Director. Members not in attendance: John Frantz, Jodi Stormoen, Scott Firlus, Isolina Jackson, Nancy Sorensen and Ann Taff.

Motion by Hanson/Johnson to approve the agenda. Motion carried.

Motion by Johnson/Hanson to approve the minutes of February 7, 2011. Motion carried.

Public Input. No public input.

LEPC Bylaws, review of and any recommendations. There were no recommendations for any changes to the Bylaws. **Motion by Hanson/Johnson to approve the current Bylaws. Motion carried.**

LEPC Membership, review and recommendation for appointment. Gervais added one new member, Pat Kotlowski, Highway Commissioner (replacing Ron Chamberlain). **Motion by Hanson/Switzer to approve the appointment of Pat Kotlowski and send it on to the Public Safety & Judiciary Committee for their approval and then to the County Board for appointment to the LEPC. Motion carried.**

Review/Approval of EPRA Off-Site Plans with Extremely Hazardous Chemicals. Currently, there are three EPCRA Offsite Plans completed for three facilities, as required in the second half Plan of Work: Wisconsin River Cooperative, Wilbur Ellis and Gary Bula Farms. **Motion by Hanson/Johnson to approve the three off-site facility plans. Motion carried.**

Gervais informed the committee one member of the Hazmat team submitted his resignation, which will bring it down to four. She will continue recruiting members.

Discussion was held about the F-16 military plane crash/site that occurred in June.

Chris Saloun asked if the new dairy farm moving into the area had a safety plan. Gervais indicated that the facility should have their own safety plan. She has not met with them yet to determine if they will need a facility site plan. She will meet with them at some point to discuss the hazardous chemicals they may have on site and whether they meet the threshold for a plan to be developed.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) MINUTES

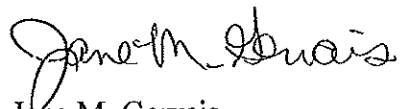
August 8, 2011

Page 2

The next meeting date of this committee will be Monday, February 6, 2011, at 9:30 a.m. at the Community Center in Conf. Room 103.

Motion by Johnson/Wollin to adjourn at 9:50 a.m. Motion carried.

Respectfully submitted,



Jane M. Gervais
Secretary/Coordinator of Information
Adams County Emergency Management Director

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

**Adams County Library
Board Minutes
8/22/11**

The meeting was called to order by President Nelson at 1:00 p.m. Present were Nelson, Heideman, Renner, Albrecht, Townsend, Kreten, and Director Wavrunek. Challoner was excused.

President Nelson verified that the meeting was properly announced.

Motion to approve the agenda was made by Townsend, 2nd by Kreten and carried unanimously.

Public input was invited. No public in attendance.

Recommended actions: minutes, bills and financial report:

Reviewed the minutes from the July meeting and discussed the outside grounds and gardens. Wavrunek did talk to UW Extension about Master Gardeners doing the work. He will have to go to the Property Committee of the County Board – possibly Aug. 29th. Discussed and decided not to charge for proctoring exams. **Motion** to approve the minutes of the July meeting was made by Kreten, 2nd by Townsend and carried unanimously.

Information on the bills was included in the Financial Report and reviewed.

Motion to approve the Financial Report for July was made by Heideman, 2nd by Kreten and carried unanimously.

Communications & Reports:

None

South Central Library System report:

Townsend reported on the continuing problems with the Koha transfer. There seem to be fewer complaints throughout the system. Delivery dates have been reduced to cut costs. Funding of the Oxford Library was discussed.

Director's Report:

- A. Circulation is just slightly down from one year ago. Patrons are still learning the KOHA System. DVD's and VHS tapes are now housed in a different section of the library. The DVD's and tapes are now in their jackets. The honor system seems to be working just fine so far.
- B. The Summer Reading Program was very successful – 21 children signed up which is proportionately quite good. Discussed the progress of possible volunteers for Story Hours and Book Clubs for students. Sessions would be weekly, bi-monthly or monthly depending on the age group of the children. Albrecht is looking for more volunteers.

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- C. The book sale during Crazy Days was successful - \$1700. Thursday and Saturday were quite busy. The hall sale cart is working well. There will be a bigger cart starting Tuesday, Aug. 23rd.
- D. Winter hours start Sept. 6th.
- E. The System Celebration for this year has been cancelled due to the financial situation.
- F. The final 2012 Budget is about ready. The insurance increase was offset by the new director's salary and the increased share of employee retirement contributions.
- G. The conceal carry law was discussed. It will start Nov. 1st. Wavrunek will look into the county-wide policy before posting "No Weapons" signs prior to Nov. 1st.

Identify possible upcoming items for future meetings:

- A. Scrapbook update
- B. Review State Standards and Long Range Plans**
- C. The budget process (meeting on Sept. 7th at 12:45 at the court house.)

The meeting was adjourned at 1:40 p.m.

The next meeting will be held Monday, September 26th at 1:00 at the Adams County Library.

Respectfully submitted by Barb Albrecht, Secretary

pg 2 of 2
Lib 8-22-11

**Parks Committee Meeting
Courthouse Conference Room A231
August 3, 2011 9:00 a.m.**

Call to Order: Meeting was called to order at 9:00 a.m. by Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski, Dave Renner, Bill Miller, Lori Djumadi, and student representative Ethan Olson. Others present: Corey Rhinehart – Rhinehart Construction, Fred Nickel – Director Parks/Recreation, Darren Tolley – Petenwell Park Manager, Mark Miller – Castle Rock Park Manager, and Rita Kolstad – Parks Admin. Clerk/Bookeeper.

Approve Agenda: Motion by Renner/Miller to approve the agenda as presented. Motion carried by unanimous vote.

Previous Minutes: Motion by Miller/Renner to approve the July 15, 2011, minutes as printed. Motion carried by unanimous vote.

Agenda Items:

Appoint Parks Committee Vice Chairperson and Secretary: Motion by Renner/Miller to appoint Lori Djumadi to Vice Chairperson and Secretary. Motion carried by unanimous vote.

Correspondences /Special User Requests: Director read a thank you letter from Shermalot Water Ski Team for use of Arrowhead Park for their ski shows.

Director showed Committee the Little League team photo in appreciation for the county's annual sponsorship. Director reported receiving an email from the County Clerk requesting his attendance at the next consolidation meeting.

Public Participation on Agenda Items: None.

Recreation Report by Committee Members: None.

Petenwell Park Road Repairs & Parking Lot Crack Fills Bid Opening: Two bids were received, opened and read by Chairperson. After much discussion a motion was made by Djumadi/Renner to reject both bids due to recent budget constraints. Department to re-bid crack filling only. Motion carried by unanimous vote. Corey Rhinehart left meeting at this time.

Hwy 21 Wayside Property Deed Transfer to Adams County: Director reported the deed has been transferred to Adams County. The Parks Department has a copy of the transferred deed.

Trails Management Report: Coordinator reported the supplemental grooming monies request has been sent to the State. This is only the 2nd time in 30 years Adams County has needed to apply for the supplemental monies. Supplemental grooming monies will be issued in September and the balance in December 2011, if approved. Committee was also previously informed that from July 1, 2011 to June 30, 2012, Adams County's State snowmobile aids have tentatively been increased by \$194,000.00, in order to replace the two bridges. The yearly State trail maintenance allocation of \$55,225.00 remains the same along with ATV trail maintenance of \$9,675.00 and map reproduction of \$3,400.00.

Equipment Purchases: None.

Employee Status Report: Assistant Manager I positions are vacant at both Castle Rock and Petenwell Parks. The two parks will be working short staffed with students returning to school prior to Labor Day.

Revenue Report: Committee reviewed.

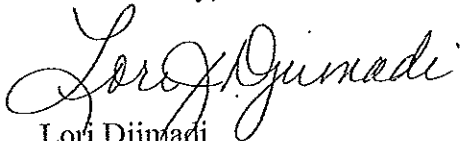
Expense Check Summary Report and Expense Report: Will be issued approximately August 8 and will be copied and placed in Committee's mail slots in County Clerks office.

Future Agenda Items: 2012 Budget.

Set Next Meeting Date: August 16, 4:30 p.m., Courthouse Conference Room A231, to review the proposed 2012 budget. Regular Parks Committee meeting is scheduled for September 13, 2011, 9:00 a.m., Courthouse Conference Room A231.

Adjourn: Motion by Miller/Renner to adjourn at 10:10 a.m. Motion carried by unanimous vote.

Submitted by,


Lori Djimadi
Parks Committee
Secretary

Minutes prepared by Rita Kolstad, Parks Clerk/Bookkeeper.
These minutes have not been approved by the Parks Committee.

Parks Committee Meeting Minutes
August 16, 2011
Courthouse Conference Room A231

Call to Order: Meeting was called to order at 4:30 p.m., by Chairperson Kotlowski.

The meeting was properly announced.

Roll Call: Committee Members: Jerry Kotlowski – Chairperson, Lori Djumadi, Bill Miller, and Ethan Olson – Student Representative, Dave Renner – excused. Others Present: Fred Nickel – Director Parks/ Recreation, Darren Tolley – Petenwell Park Manager, and Mark Miller – Castle Rock Park Manager.

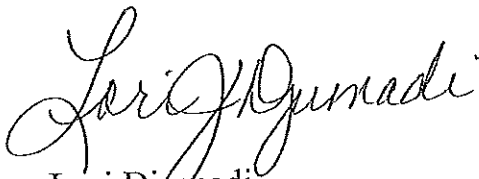
Approve the agenda: Motion by Miller/Djumadi to approve the agenda as printed. Motion carried by unanimous vote.

Public Participation on Agenda Items: None.

2012 Proposed recreational budgets: Committee reviewed all recreational budgets. Motion by Kotlowski/Miller to remove the proposed 2012 wayside account expense of \$8,877.26 and utilize the 2010 wayside carryover funds to offset the proposed 2012 expenses of \$8,877.26. This final budget review will now bring the proposed tax levy dollars for 2012 budget at \$165,354.00 verses \$196,650.00 for 2011, a decrease of \$31,296.00, 16 % in the tax levy. Motion by Miller/Djumadi to approve the proposed 2012 budget with the wayside carryover amendment. Motion carried by unanimous vote.

Adjourn: Motion by Miller/Djumadi to adjourn at 5:45 p.m. Motion carried by unanimous vote.

Submitted by,


Lori Djumadi
Secretary

ADAMS COUNTY
PLANNING & ZONING COMMITTEE
MEETING MINUTES: August 3, 2011
Room A260

Chairman Joe Stuchlak called the Adams County Planning & Zoning Committee meeting to order at 9:00 A.M. with the following members present; Glenn Licitar, Vice-Chair; Randy Theisen, Barb Morgan, Terry James, and Karl Klingforth. Diane England was excused. Others present were: Greg Rhinehart, County Surveyor; Phil McLaughlin, Zoning Administrator; Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to approve the agenda as noticed. Barb Morgan seconded the motion. All in favor. Motion carried.

Public Hearings: Robert A. & Linda M. Collins – Conditional Use Permit request under Section 5-5.03(B) of the Adams County Comprehensive Zoning Ordinance to allow a single wide manufactured home in an A3 Secondary Agriculture District on property in the NW ¼, SW ¼, Section 29, Township 17 North, Range 6 East, Lot 3 of CSM 5128 at 2376 A State Road 13, Town of Adams, Adams County, Wisconsin. Terry James made a motion to grant the Conditional Use to allow a single wide manufactured home at this location with the condition that it be placed out of the fall range of the existing cell tower. Glenn Licitar seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Gerald E. & Janet I Buck – Conditional Use Permit request under Section 5-12.03(B) of the Adams County Comprehensive Zoning Ordinance to allow for the collection of recyclable products on property located in the SE ¼, NW ¼ & NE ¼, SW ¼, Section 32, Township 18 North, Range 6 East, Lot 1 of CSM 1809 at 1848 State Road 13, Town of Preston, Adams County, Wisconsin. Karl Klingforth made a motion to grant the Conditional Use with the condition that there is no storage of autos or large equipment, all materials will be stored inside, only electronics, aluminum, copper, brass and appliances will be accepted and that the aesthetics not be altered or become offensive in any way. Barb Morgan seconded the motion. Roll Call Vote: 6 Yes. Motion carried. Big Roche A Cri Lake District – Rezoning request of a 1.8 acre parcel from an R1 Single Family Residential District to a PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance to allow the replacement of the shop/storage building for weed harvesting operation on property located in the NW ¼, NW ¼, & SW ¼, NW ¼, Section 7, Township 18 North, Range 6 East, at 1425 13th Lane, Town of Preston, Adams County, Wisconsin. Barb Morgan made a motion to approve the request and forward that recommendation to the County Board for final approval. Karl Klingforth seconded the motion. Roll Call Vote: 6 Yes. Motion carried. Town of Preston – Rezoning request of a 2.5 acre parcel from an R3 Mobile Home Residential District to PSP-1 Public Semi-Public District of the Adams County Comprehensive Zoning Ordinance and from a Recreational/Residential District to a General Purpose District of the Adams County Shoreland Wetland and Habitat Protection Ordinance to allow the replacement of a garage used for storage of town equipment on property located in the SW ¼ SE ¼, Section 5, Township 18 North, Range 6 East, Lot 1 of CSM 1668 at 1124 Cottonville Avenue, Town of Preston, Adams County, Wisconsin. Glenn Licitar made a motion to approve the request and forward that recommendation to the County Board for approval. Barb Morgan seconded the motion. Roll Call Vote: 6 - Yes. Motion carried. Proposed Amendments to the Adams County Shoreland Wetland and Habitat Protection Ordinance – Prohibition on livestock within the 35' buffer zone; park models and camping regulations. Discussion was held regarding the livestock prohibition and camping regulations. Terry James made a motion to approve the amendment prohibiting livestock within the 35' buffer zone, to be implemented by July 1, 2015. Barb Morgan seconded the motion. Roll Call Vote: 5 – Yes. 1 – No. (Licitar) Motion carried. Barb Morgan made a motion to approve the amendment adding the camping regulations. Karl Klingforth seconded the motion. Roll Call Vote: 6 – Yes. Motion carried. Chairman Stuchlak stated that these recommendations will go before the County Board for final approval on August 16, 2011 and closed the public hearing portion of the meeting.

Terry James made a motion to take a short recess. Glenn Licitar seconded the motion. All in favor. Motion carried.

RECESS: 10:28 A.M.
RECONVENE: 10:35 A.M.

Chairman Stuchlak noted that public participation would be taken as needed.

Phil McLaughlin presented the minutes from the July 6, 2011 meeting to the Planning & Zoning Committee for review. Karl Klingforth made a motion to approve the minutes as presented. Glenn Licitar seconded the motion. All in favor. Motion carried.

Greg Rhinehart presented the Surveyor's report for the month of July to the Committee for review. Surveyor's budget was discussed. Chairman Stuchlak suggested that the surveyor's budget be put on the September agenda for discussion and possible action. Terry James made a motion to approve the Surveyor's report as presented. Barb Morgan seconded the motion. All in favor. Motion carried.

PLANNING & ZONING COMMITTEE
MONTHLY MEETING
AUGUST 3, 2011
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Register of Deeds and Land Information: Joe Stuchlak read a letter from Jodi Helgeson informing the Committee that she was out on medical leave, but would have the budget ready for the next meeting. This will be put on the September Agenda for discussion and possible action.

Discussion on Resolution requesting to increase second inspector position funding from half time to full time. Phil McLaughlin reminded the Committee that the second inspector position is a full time position, but is only funded half-time. He is asking for full-time funding. Discussion followed. Terry James stated that he was not ready to act on this request. Mr. McLaughlin informed the Committee that he will not bring the Resolution back for discussion, but will include it in the proposed 2012 Budget. Karl Klingforth made a motion to approve the request for full-time funding. Motion died for lack of a second.

Department updates: Findings of Fact was signed by the Committee for the Conditional Use Permit that was approved for Milk Source on May 4, 2011. Mr. McLaughlin informed the Committee that commercial potato sheds will be charged per the fee schedule. Joe Stuchlak asked Mr. McLaughlin to provide a list of pro's and con's (10 each) of combining Planning & Zoning Department with the Land & Water Department by August 15, 2011.


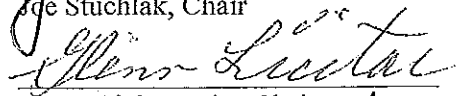
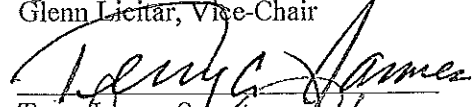
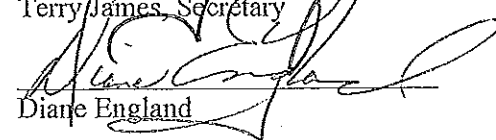
Phil McLaughlin presented the Financial Report for the month of July and the Comp Time Report to the Committee for review. Barb Morgan made a motion to approve the Financial and Comp Time Reports as presented. Randy Theisen seconded the motion. All in favor. Motion carried.


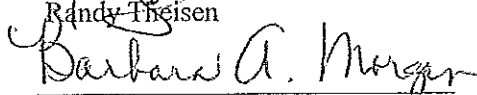
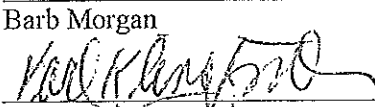
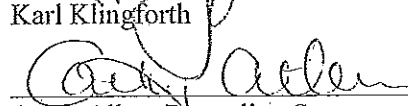
Correspondence: None.

Next meeting date: September 7, 2011 @ 9:00 A.M.

Barb Morgan made a motion to adjourn. Karl Klingforth seconded the motion. All in favor. Motion carried.

Adjourned: 11:15 A.M.


Joe Stuchlak, Chair

Glenn Licitar, Vice-Chair

Terry James, Secretary

Diane England


Randy Theisen

Barb Morgan

Karl Klingforth

Cathy Allen, Recording Secretary

ADAMS COUNTY PLANNING & ZONING COMMITTEE
MEETING: August 19, 2011 at 9:00 A.M.

Vice-Chair Glenn Licitar called the Adams County Planning & Zoning Committee meeting to order at 9:09 A.M. with the following members present; Terry James and Randy Theisen with Lori Djumadi filling in for Karl Klingforth. Joe Stuchlak, Barb Morgan and Diane England were excused. Also present were Greg Rhinehart, County Surveyor; Jodi Helgeson, Register of Deeds; Phil McLaughlin, Zoning Administrator; and Cathy Allen, Recording Secretary. Was this meeting properly announced? Phil McLaughlin stated that it was. Roll Call. Terry James made a motion to deviate to Register of Deeds and Land information budget so Jodi Helgeson could leave early. Randy Theisen seconded the motion. All in favor. Motion carried.

Jodi Helgeson presented the 2012 proposed budget for the Register of Deeds office for review stating that she reduced operating costs as much as possible, but most things they do are mandated by the state. Revenues are to remain the same as last year. Terry James asked about an increase in the health insurance amount. Ms. Helgeson informed the Committee that the change is because a previous employee did not take health insurance coverage, but the new employee does. Terry James made a motion to sign the proposed budget without change and forward to the Administrative and Finance Committee for review. Randy Theisen seconded the motion. All in favor. Motion carried.

Jodi Helgeson presented the proposed 2012 Land Information Budget to the Committee for review. Terry James stated that he had a problem with everyone taking their own vehicles to the same conference and questioned whether it was necessary to budget for four people for conferences every four months. Ms. Helgeson stated that education was part of the land records modernization plan. She also stated that she takes her own vehicle because it is reliable and she can also use it for after conference hours for personal use, when you can't with a county vehicle. Terry James made a motion to reduce expenses on conferences and leave it to the Administrative and Finance Committee to reduce the revenue accordingly. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to deviate to item #9 County Surveyor. Randy Theisen seconded the motion. All in favor. Motion carried. Greg Rhinehart presented his proposed budget for 2012 to the Committee for review. Discussion was held. Terry James made a motion to reduce supplies from \$500.00 to \$250.00 and forward to the Administrative and Finance Committee for review. Randy Theisen seconded the motion. All in favor. Motion carried.

Terry James made a motion to take a short recess. Lori Djumadi seconded the motion. All in favor. Motion carried.

RECESS: 10:27 A.M.
RECONVENE: 10:35 A.M.


Phil McLaughlin presented the 2012 proposed Planning & Zoning Budget to the Committee for review. Discussion was held. Terry James made a motion to approve the proposed 2012 Planning & Zoning Budget with changes needed in four line items, add 100 to mileage account and \$26,016.00 to part time account and forward that recommendation to the Administrative and Finance Committee for review. Lori Djumadi seconded the motion. Discussion was held. All in favor. Motion carried.


PLANNING & ZONING COMMITTEE
AUGUST 19, 2011
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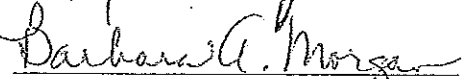
Phil McLaughlin presented the revised job description for building inspector, noting that the title was changed to "Building Inspector/Code Enforcement Officer" and "Full Time/Part Time". Terry James made a motion to approve the job description. Randy Theisen seconded the motion. All in favor. Motion carried.

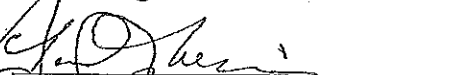
Randy Theisen made a motion to adjourn. Lori Djumadi seconded the motion. All in favor. Motion carried.

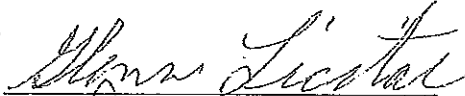
Adjourned: 12:20 P. M.

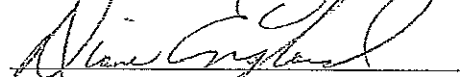

Joe Stuchlik, Chair

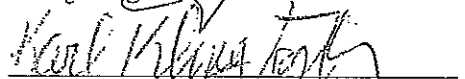

Terry James, Secretary


Barb Morgan


Randy Theisen


Glenn Licitar, Vice-Chair


Diane England


Karl Klingforth


Cathy Allen, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.

Should be:

*After p.g. 200 — IN BOARD
* PACKET

Property Committee Meeting Minutes

Aug 2nd, 2011, 8:30 a.m.

Room A160

P201

The meeting was called to order by Chairman Renner at 8:35 a.m. The meeting was properly announced. Present: Renner, Allen, Djumadi. Excused: Miller and Kotlowski. Also present: Price, Larson, Hamman and Phillippi.

Motioned by Allen/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Djumadi to approve the minutes from July 12, 19 and 22. Motion carried by unanimous voice vote.

Discussed safety issues in the DA's office. Hamman reported that Dick, from Portage Glass, had been here and proposed several different options. The DA was unavailable, but Cada agreed bullet proof glass was not necessary. The DA will need to decide what options would work for their office.

Safety issues in the DA's office will be placed on the next committee meeting agenda.

Discussed the Health & Human Services/Community Center remodel/roof project. Hamman reported staging has begun and that there have been several letters of transmittal. There was a mix up on the purchase of roof decking, however; it has been corrected.

Discussed phasing (who, what, when, where, dollars) of Health & Human Services – staff, offices, etc. There are a few problems that have occurred with the phasing process. The plan shows the conference room as being worked on prior to what Price would have liked. Price would like the conference room to be one of the last areas to be completed so they may utilize the room for storage while offices areas are being worked on. Price felt that there was a miscommunication and that a meeting would help remedy this. Brian, (on-site foreman) was waiting for office areas to be cleaned out, with the thinking that Thurber would be taking care of it. A meeting is going to be coordinated to include Price, Gordon, Hamman, Thurber and Brian (on-sight foreman). This meeting will be scheduled to talk about phasing (who, what, when and where) items that need to be addressed and how they will be accomplished.

Kotlowski present at 9:20 a.m.

Motioned by Allen/Djumadi to allow Hamman to do what is needed for the phasing, utilizing his best judgment in order to move forward with the project. Motion carried by unanimous voice vote.

Discussed Ayres draw. Hamman reported two draws - \$2,295 and \$930.

Motioned by Allen/Kotlowski to pay both draws. Motion carried by unanimous voice vote.

Discussed invoices for the Health & Human Services project. There were no invoices.

pg 1 of 2

P202 Discussed maintenance items. Hamman reported on receiving three different proposals to have the stumps removed and site prepped on the North side of the building parking lot. The area is located on the North end of the building parking lot.

- Green Garden \$1,938.00
- Fenner Excavating \$2,310.00
- Hintz Excavating \$1,700.00

Motioned by Djumadi/Allen to offer job to Hintz. Motion carried by unanimous voice vote.

Discussed sale of ice machine from Health & Human Services. Motioned by Djumadi/Allen to give the ice machine to the school district at no charge. Motion carried by unanimous voice vote.

Set next meeting date and agenda item: Hwy 21 boat launch

Next meeting date: September 6, 2011 at 8:30 a.m.

Motioned by Djumadi/Allen to adjourn at 9:34 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

Property Committee Meeting Minutes

Aug 29, 2011, 8:30 AM

Room A160

The meeting was called to order by Chairman Renner at 8:30 AM. The meeting was properly announced. Present: Renner, Allen, Djumadi, Miller, Kotlowski. Also present: Ramona Truex, Judy Vondrak, Richard and Diane Baker, Heidi Richardson, Amy Angelberger, Bays, Hamman, Larson, Price and Churchill.

Motioned by Kotlowski/Djumadi to approve the agenda. Motion carried by unanimous voice vote.

Motioned by Allen/Miller to approve minutes from August 2, 2011. Motion carried by unanimous voice vote.

Opened sealed bids for tax foreclosure property. Motioned by Kotlowski/Miller to accept the highest bids as follows:

Parcel No. 1: \$16,580.00, Paul Schwanz; Parcel No. 2: \$2,525.00, Kent Perkins; Parcel No. 3: \$1,700.00, Pavels Cernomordjis; Parcel No. 4: \$1,400.00, Shawn Witt; Parcel No. 5: \$400.00, Eric Buell; Parcel No. 7: \$23,850.00, Timothy Hine; Parcel No. 9: \$7,100.00, Patrick Cole; Parcel No. 10: \$2390.00, Pavels Cernomordjis; Parcel No. 11: \$4,000.00, Raymond Oesterreich; Parcel No. 20: \$5,800.00, Terry Farrey; Parcel No. 21: \$1,401.00, Dale Degeler; Parcel No. 23: \$20,005.00, Brian Potters; Parcel No. 24: \$15,750.00, Andrew Fuller; Parcel No. 25: \$9,005.00, Lana Johnson; Parcel No. 27: \$6,020.00, Richard Schilling; Parcel No. 28: \$3,000.00, Joseph Sullivan. Motion carried by unanimous voice vote.

Richard and Diane Baker left the meeting at 8:45 AM.

Mary Ann Bays reported on items left in house of Parcel No. 24. Discussion. Motioned by Allen/Miller to have Mary Ann Bays and Tracy Hamman handle furniture, etc. the same as previously. Motion carried by unanimous voice vote.

Ramona Truex and Judy Vondrak left the meeting at 9:10 AM. Heidi Richardson, Amy Angelberger and Bays left the meeting at 9:15 AM.

Motioned by Allen/Djumadi to have Planning and Zoning put monitoring well at storage facility off of 11th and North Street. Discussion. Motion carried by unanimous voice vote.

Motioned by Djumadi/Allen to approve Change Order Request No. 2 from Altmann Construction Co., Inc. to provide labor, material, tools and equipment as required to eliminate the number of openings in the roof and get the venting a minimum of 14" above the roof to stay out of winter snows and to change the dry vent to PVC at the roofline and terminate with a 4" PVC gooseneck, for \$4,118.68. Hamman explained that this would involve installing three new roof curbs. Discussion. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to approve Change Order Request No. 3 from Altmann Construction Co., Inc. to provide labor, material, tools and equipment as required to complete the following work to increase the R-value from an approximate R-11 to an R-21 at heel height of the roof to help prevent ice dams at the perimeter of the building for \$17,606.04. Allen questioned approving this request. Hamman explained that the issue needed to be addressed to avoid problems with ice damming and leaking in the winter. Hamman contacted Paul Gordon and Mr. Gordon agreed that the issue needed addressing. Hamman also stated that more work may be required to correct missing trusses and cracked rafters. Renner stated that he had observed the roof and after consideration he felt the work order was necessary.

Allen brought up the cost of the floor in Richard Holt room. He would like the price to be set at what the insurance covers.

Price left meeting at 9:50 AM.

Motioned by Allen/Djumadi at 9:55 AM to recess for fifteen minutes to view roof. Motion carried by unanimous voice vote.

Motioned by Djumadi/Kotlowski to reconvene at 10:30 AM. Motion carried by unanimous voice vote. Present: Allen, Miller, Djumadi, Renner, Kotlowski. Also present: Larson, Hamman and Churchill.

More discussion on Change Order Request No. 3. Motion to approve Change Order Request No. 3 carried by unanimous voice vote.

Discussion on costs so far for project. Allen will follow up on flooring cost for Richard Holt room and also on permit fee issue. He would like to see flooring cost as close as possible to what insurance covers.

Committee members requested to receive a copy of Courthouse Maintenance budget prior to the Sept. 6th meeting.

Committee members expressed their appreciation to Tracy Hamman for tracking and staying on top of any problems with the Health and Human Service building project.

Motioned by Allen/Kotlowski to adjourn at 10:45 AM. Motion carried by unanimous voice vote.

Respectfully submitted,

Nancy L. Churchill

Nancy L. Churchill

Recording Secretary

These minutes have not been approved.

ADAMS COUNTY SOLID WASTE COMMITTEE
July 6, 2011, 6:00 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Florence Johnson, Secretary
 Patrick Gatterman
 Mike Keckeisen
 Alexandria Beckman, SAYL

MEMBERS ABSENT/EXCUSED: Larry Babcock, Chair
 Dean Morgan, Vice-Chair

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
 Everett Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Secretary, Florence Johnson, at 6:14 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: JOHNSON, GATTERMAN, KECKEISEN, AND BECKMAN. *Motion by Gatterman, second by Keckeisen, to approve the Agenda as presented. All in favor. Motion carried.* Babcock and Morgan were absent.

APPROVAL OF OPEN SESSION MINUTES FROM JUNE 15, 2011: *Motion by Keckeisen, second by Gatterman, to approve the Open Session minutes as presented for the June 15, 2011 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented a check from the WI River Co-op for \$1,304.13 for Equity Stock Retirement. There was no other correspondence to present.

REPRESENTATIVE SCOTT KRUG TO DISCUSS STATE BUDGET: Representative Krug did not attend the meeting. The Committee discussed the large amount of money paid into the DNR for license and inspection fees, environmental fees, recycling surcharge fees, etc. and that the recycling grant funds are being cut 40% despite the fact that the tippage surcharge fees were not reduced.

FINANCIAL REPORT: Ms. Diemert presented the Estimated Financial Report June 2011. Since this meeting was held early in the month no Skyward reports were available at this time. Discussion was held. *Motion by Keckeisen, second by Gatterman, to approve the Estimated Financial Report for June 2011. All in favor. Motion carried.*

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated July 6, 2011 (see attached copy) and discussion was held. *Motion by Gatterman, second by Keckeisen, to approve the Site Report as presented. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTED LABOR (IROW, R. CHALLONER, ETC.) Ms. Diemert updated the members on the contracted labor provided by IROW in the recycling building.

She stated that IROW is continuing to look for property or a building for his processing facility as soon as possible. Discussion was held. Ms. Diemert will confer with Corporation Counsel on the best options to transfer ownership, land contract, lease or sell County property to IROW. The Highway Commissioner has stated they do not need all the property where the salt shed is located for Highway operations and is willing to work with us on the potential transfer of the 5 acres. While investigating the parcel to be used, the SW Director found a discrepancy in the placement of the salt shed which was constructed on the wrong piece of property. An amendment to the Resolution to correct this will need to be done after the IROW transfer is ready to go to County Board.

Ms. Diemert also reported that she has sub-contracted with a retired landfill employee to operate the landfill compactor in the active cell while landfill employees are working on new cell construction. She explained that we needed someone right away so that our employees could work while the weather was good and that Mr. Challoner was an experience operator. The Union had no issue with this subcontract and Mr. Challoner will furnish a Certificate of Insurance. The Committee discussed how we should have a standardized contract, reviewed by Corporation Counsel, and authorize the Director to hire subcontractors as needed for construction and other operations. Ms. Diemert was instructed to check into this. *Motion by Keckeisen, second by Gatterman, to approve the hiring of IROW to provide subcontract labor in the recycling building, the hiring of Robert Challoner as a subcontracted landfill compactor operator, and L&C Brushing and Mulching LLC for yard waste/brush grinding. All in favor. Motion carried.* All will be required to furnish a Certificate of Insurance.

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported that the haul truck water pump went out and we entered into an agreement with Tenpas Cranberry LLC to rent another one to help complete the construction in the cells. She had no new vehicle or equipment purchases to approve. *Motion by Keckeisen, second by Gatterman, to approve the rental of the haul truck from Tenpas Cranberry LLC.*

EMPLOYEE UPDATE: Ms. Diemert reported that we asked the Union to approved extending the LTE from 90 days/600 hours to 213 days to match the County Personnel & General Administrative Policies manual. These employees will go over 600 hours and not be considered regular full-time employees per this agreement. This will allow the 3 LTE Truck Drivers who are already trained on the trucks and routes to remain until construction of Cell #4 is completed. A Memorandum of Understanding has been signed by the Union and will be signed by the Administrative Coordinator.

DISCUSSION OF STATE BUDGET RECYCLING GRANT CUTS: Ms. Diemert updated the Committee on the recycling program and grant funding to Governor Walker's budget. As expected, the recycling program and grants have been continued, however, funding was cut 40%. The tip fee surcharges will remain the same.

APPROVAL OF ANY TRAININGS OR CONFERENCES: There were no new trainings or conferences to approve.

LIFTING OF WOOD CHIP QUARANTINE/GYPSY MOTH: Ms. Diemert reported that she wrote letters to the Master Gardeners, Pat Pisalini, and Dave Repinski regarding the Committee's anticipated lifting of the wood chip quarantine. No evidence of Gypsy moths, eggs or larvae have been seen over the past several years in or around the wood chip pile. No response was received other than the Master Gardeners who are very happy with this decision. *Motion by Keckeisen, second by Gatterman, to lift the wood chip quarantine and make the sale of wood chips available year round to our customers. All in favor. Motion carried.*

pg 2 of 3
SW 7-6-11

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Updates.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, August 10th at 6:00 PM at the Landfill. *Motion by Keckeisen, second by Gatterman, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:37 P.M.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY SOLID WASTE COMMITTEE
August 10, 2011, 6:00 PM
LANDFILL, 1420 HWY 21, FRIENDSHIP, WI 53934

MEMBERS PRESENT: Larry Babcock, Chair
Dean Morgan, Vice-Chair
Florence Johnson
Patrick Gatterman
Alexandria Beckman, SAYL

MEMBERS ABSENT/EXCUSED: Mike Keckeisen

OTHERS PRESENT: Myrna Diemert, Solid Waste Director
Erik Lietz, Ayres Associates
Dale Johnson

CALL MEETING TO ORDER: The meeting of the Adams County Solid Waste Committee was called to order by Chair, Larry Babcock at 6:05 P.M.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL & APPROVAL OF AGENDA: BABCOCK, MORGAN, JOHNSON, GATTERMAN, AND BECKMAN. Keckeisen was absent. *Motion by Johnson, second by Gatterman, to approve the Agenda as presented. All in favor. Motion carried.*

APPROVAL OF OPEN SESSION MINUTES FROM JULY 6, 2011: *Motion by Johnson, second by Gatterman, to approve the Open Session minutes as presented for the July 6, 2011 meeting. All in favor. Motion carried.*

PARTICIPATION ON AGENDA ITEMS: There was no public participation.

COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS: Ms. Diemert presented contract for pre-buy LP and said she is waiting for a price from another local supplier but it might be 2 weeks before they have a price. Discussion was held. *Motion by Johnson, second by Gatterman, to approve the pre-buy LP from WI River Co-op if we do not receive a better overall price by the end of August when the pre-buy pricing expires. All in favor. Motion carried.* There was no other correspondence to present.

FINANCIAL REPORT: Ms. Diemert presented the Financial Report July 2011. Discussion was held. *Motion by Morgan, second by Gatterman, to approve the Financial Report for July 2011. All in favor. Motion carried.*

Ms. Diemert next presented and reviewed the Check Summary Report for July 2011. Discussion was held. *Motion by Gatterman, second by Johnson, to approve the Check Summary Report for July 2011. All in favor. Motion carried.*

Ms. Diemert then handed out and reviewed the Preliminary 2012 Budget, Line Item Budget, Program & Service Prioritization List, and the supporting documents for the 2012 Budget. Discussion was held. *Motion by Johnson, second by Gatterman, to approve the 2012 Budget and the Program & Service*

Prioritization List as presented. All in favor. Motion carried. These documents must be in the Admin. & Finance office by August 18th.

SITE REPORT: Ms. Diemert handed out and reviewed copies of the Site Report dated August 10, 2011 (see attached copy) and discussion was held. *Motion by Morgan, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

DISCUSS AND APPROVE CONTRACTED LABOR: Ms. Diemert updated the Committee on the progress on the sale of a 5 acre parcel to IROW for the construction of a recycling processing building. She described the possible survey required, rezoning or conditional use by the Town of Strong's Prairie, and the information requested. We will continue with this project and report back at the next meeting.

Ms. Diemert also presented the existing Town of Jackson curbside collection contract that will be expiring. The contract has an automatic renewal clause and a CPI increase allowed each year. Discussion was held. *Motion by Johnson, second by Babcock, to renew the contract for curbside collection for the Town of Jackson. All in favor. Motion carried.*

APPROVE ANY VEHICLE/EQUIPMENT OR OTHER PURCHASES OR RENTALS: Ms. Diemert reported on a recent purchase of a D7E Dozer through Federal Surplus. The Dozer has only 39 hours of use and new tracks, rollers & bearings and cost \$6,000. The unit also has an asphalt/concrete ripper attachment.

EMPLOYEE UPDATE: Ms. Diemert reported that the LTE scale operator is doing an exceptional job and this allows the other scale operator to work on the routing and new customer accounts. This also allows the Office Manager to work on overdue accounts and her other Loss Control/Safety duties. Ms. Diemert also reported that she has written a part-time scale operator into the 2012 budget. She did not include another truck driver because we have not confirmed the new curbside collection contracts in 2012. We can ask for another driver at that time and the additional expenses will be covered by the additional revenues received.

UPDATE ON FARMLAND LEASE/OFFER TO RENEW: Ms. Diemert presented an offer to renew from Bula-Gieringer Farms for \$185 per acre and discussion was held. *Motion by Gatterman, second by Johnson, to accept Bula-Gieringer's offer of \$185 per acre. All in favor. Motion carried.*

APPROVAL OF ANY TRAININGS OR CONFERENCES: Ms. Diemert presented information on the NEWCMG Conference in Waupaca to be held on September 28 & 29. This Conference was budgeted. *Motion by Gatterman, second by Morgan, to allow Committee members, including the SAYL student, to attend the NEWCMG/WCSWMA Conference in Waupaca. All in favor. Motion carried.* There were no other trainings or conferences to approve.

Motion by Gatterman, second by Johnson, to convene in closed session per Wis. Stats. §19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to discuss and/or act on letter received regarding FTE Heavy Equipment Operator/Truck Driver. ROLL CALL VOTE: Morgan-Yes, Johnson-Yes, Gatterman-Yes, Babcock-Yes. Closed session began at 7:40 P.M. All visitors left the meeting.

Motion by Gatterman, second by Johnson to reconvene in open session per Wis. Stats. §19.85(2), to consider and vote on appropriate matters. ROLL CALL VOTE: Morgan-Yes, Johnson-Yes, Gatterman-Yes, Babcock-Yes. Open session reconvened at 7:50 P.M. No action taken.

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: The following items may be placed on the next agenda: Updates on IROW Agreement, etc.

NEXT MEETING DATE AND ADJOURN: The next regular monthly meeting will be held on Wednesday, September 14th at 6:00 PM at the Landfill. *Motion by Gatterman, second by Johnson, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 7:51 P.M.. Committee members then toured the landfill construction site.

Respectfully submitted,
Myrna Diemert, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

MINUTES
SCLS BOARD OF TRUSTEES
August 8, 2011 12:15 p.m.
SCLS Headquarters

Present: J. Ashford, E. Bruskewitz, C. Chapman, F. Cherney, P. Cox, M. Furgal, J. Healy-Plotkin, T. Iaccarino, S. Martin, B. Moss, G. Poulson, J. Pugh, N. Stevenson, P. Townsend, J. Wexler

Also Present: M. Van Pelt, T. Herold

Absent:

Excused: R. Barden, L. Davis-Brown, J. Harrington, B. Keen, M. Nelson, H. O'Donnell, P. Westby

Call to Order: G. Poulson, President, called the meeting to order at 12:22 p.m.

- a. Introduction of guests/visitors: None
- b. Changes/additions to the agenda: None
- c. Requests to address the board:
 Present: Erick Plumb – Monona Public Library, Susan Santner – Oregon Public Library, Shelley Selle – McFarland Public Library, Pamela Westby – Middleton Public Library, Ben Redding – Board Trustee of Monona Public Library

Ben Redding and Susan Santner addressed the board with their concerns regarding Koha.

Minutes: J. Wexler moved approval of the July 11, 2011 minutes. P. Townsend seconded. Motion carried.

Bills for Payment/Financial Statements: S. Martin reviewed the bills for payment in the amount of \$110,607.99 and moved approval. C. Chapman seconded. Motion carried

President's Report: G. Poulson welcomed Elaine Bruskewitz, the newly appointed Dane County representative, to the board and noted Richard Barden has resigned from the board. Introductions were made from all the board members to E. Bruskewitz.

Technology: Jon Mark Bolthouse discussed what the technology staff offers member libraries, what was accomplished in 2011 and what is in the works for 2012.

Committee Reports:

Personnel Committee: C. Chapman noted the committee met July 28, 2011 to discuss recommendations for possible layoffs within Delivery. Delivery customers state wide are reducing their service levels, creating less income and less funding for delivery staff. Within SCLS, the volume of materials being shipped has been dropping the last 2 years. Bruce Smith created a proposal to reclassify two delivery supervisors as full time drivers, and hours will be reduced for other staff (about 92 hours total). There may be volunteers for accepting termination; otherwise the reductions will be criteria-based on skills and performance. A severance package was also discussed based on the number of years worked. The board will vote on the Personnel Committee's recommendations at the September meeting.

SCLS Foundation Report: M. Van Pelt noted the Foundation board will meet August 22nd. The Cornerstone event will be held November 10, 2011 at ETC in Middleton from 5:30 – 7 p.m. The Trustee newsletter has been mailed. The Foundation has decided to award \$5,412.00 toward the WPLC statewide purchasing pool for electronic content to benefit all SCLS members.

Circulation and ILL Statistics: No report.

System Director's Report: M. Van Pelt noted there are 15 new directors at various libraries throughout the system and those in attendance at the All Directors' meeting were introduced. This represents a 28% turnover rate for the past year.

The September board meeting will be held at the South Madison Branch library. Bruce Smith will be giving a delivery presentation at that meeting and also offer a tour of the delivery facility following the board meeting.

A 2012 budget poll was discussed at the All Directors' meeting and directors were asked to complete the poll to determine what SCLS budget priorities they ranked highest to lowest in importance. These factors will be considered in the creation of the 2012 SCLS budget.

A Koha upgrade occurred and the items that were fixed were posted and made available to member libraries. Members are being asked to test the fixes and report problems to the ILS team. V. Teal Lovely also created a new spreadsheet with a detailed list of specific problems, status, and when the item was submitted to LibLime. The "known problems" page on the SCLS website gives more detail and items can be searched using the SCLS ticket number and "find" command on that page.

Char Paglini is retiring September 30, 2011. Kerri Goeden has accepted the position of Support Services Manager and will start September 6th.

Administrative Council (AC) Report: The minutes may be viewed here:
<http://www.scls.info/committees/ac/index.html>.

T. Herold gave an overview of items discussed and action taken at the All Directors' meeting on July 28th. The Delivery fees for 2012, the Technology and ILS fees for 2012 and the Library Online fees were approved. The next AC meeting will be August 18th.

Other Business: None

Information sharing:

Meeting adjourned at 1:28 p.m.

Heidi Moe, Recorder

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Circulation and ILL Statistics July 2011									
	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
ADAMS									
Adams Cty	3271	113130	38444	359977	9586	8943	2858	2576	60267
Rome	18914	32879	18490	132436	3550	4484	76	1	18223
TOTAL	22185	146009	56934	492413	13136	13427	2934	2577	78490
COLUMBIA									
Cambria	779	28381	9551	102980	2999	2802	773	679	17400
Columbus	4950	120567	37437	345866	11083	10783	2359	2583	66149
Lodi	3033	102085	30743	257910	9764	9569	3590	2257	53626
Pardeeville	2092	41181	20062	123909	2944	2976	1148	1174	20954
Portage	10200	209257	72314	633166	18427	18492	4691	5578	111491
Poynette	2529	73093	27762	137014	7199	7340	2400	2498	39574
Rio	996	34408	31814	134358		2675	94	3	7516
Wis. Dells	5234	106543	43585	518553	9074	9533	3167	2593	56751
Wyocena	736	14796	10488	71331	1376	1215	600	635	6413
Other Cty	28394								
TOTAL	58943	730311	283756	2325087	62866	65385	18822	18000	379874
DANE									
Belleville	2197	86202	36508	256748	8144	8881	2454	4067	48450
Black Earth	1358	44044	24613	131272	4212	4109	1128	1881	25544
Cambridge	1286	67547	27832	181015	6309	3298	2072	1834	35181
Cross Plains	3488	98480	50172	336321	9390	9372	2283	3287	52553
Deerfield	2250	64522	244497	177716	5695	6349	3014	1675	35215
DeForest	8529	432943	85080	721320	39408	44884	6486	8602	1881366
Fitchburg						26800	3459	4961	5313
Marshall	3743	58844	37007	209289	5239	5883	1614	3243	32867
Mazomanie	1626	37310	19767	117332	3343	3133	1274	1897	19261
McFarland	7383	227021	69163	545044	21285	22025	5254	9279	128637
Middleton	17170	803433	111787	1670050	72948	69388	16749	15892	417838
Monona	8214	294792	63226	653310	26524	25267	6504	5954	156598
Mt. Horeb	6749	237747	57586	612442	22270	20699	6306	6622	129756
Oregon	8840	313457	63891	675432	28902	28859	8090	5856	170527
Stoughton	12820	291789	69755	787063	26810	25730	7883	5824	153530
Sun Prairie	26300	625052	105371	1645945	57196	62151	12651	12242	357159
Verona	10290	591661	89200	1056260	55061	56539	12251	9522	328956
Waunakee	11350	285579	71243	744459	28523	29476	6682	8263	157596
Madison	228200	4749593	863100	15017740	421788	388742	74511	50439	2471550
DCLS	113431	174165	45396	4497311	15924	11136	2008	3786	215313
TOTAL	475224	9484181	2135194	30036069	858971	852721	182673	165126	6823210
SUB TOTAL	556352	10360501	2475884	32853569	934973	931533	204429	185703	7281574

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	*2010	2010	**2010	2010 Annual	Same Mo.	Current	Mo. ILL	Mo. ILL	YTD
	Population	Circulation	Collection	Expenditures	Circ. 2010	Mo. Circ.	Borrowed	Loaned	Circ. 2011
GREEN									
Albany	2181	48906	20487	88249	4020	4535	283	0	28519
Brodhead	3217	83091	47478	237142	7266	6639	1119	3679	44298
Monroe	15290	231151	86763	954761	20751	19564	4885	7292	117057
Monticello	1146	73798	37746	133422					
New Glarus	2144	89519	30305	249521	8276	7268	2383	3973	44294
Other Cty	12379								
TOTAL	36357	526465	222779	1663095	40313	38006	8670	14944	234168
PORTAGE									
Amherst	1082	19341	19802	27843	2070				9787
Portage Cty	70160	503060	189684	1916486	47229				
TOTAL	71242	522401	209486	1944329	49299				9787
SAUK									
Baraboo	11900	266032	75349	839946	23182	22032	6642	5427	142062
LaValle	321	5337	7606	20553	496	790	382	203	5396
N. Freedom	629	20511	10980	41810	1932	1589	385	1101	10079
Plain	816	34844	17599	118317	3099	3351	1566	1480	20286
Prairie du Sac	3758	147304	52729	334508	14012	12961	3644	4331	79413
Reedsburg	9167	292341	86896	653960	24752	27761	5416	9974	164919
Rock Spring	366				1093	864	184	548	7625
Sauk City	3312	131548	46946	349022	11728	12528	3218	3364	32738
Spring Green	1520	102855	34153	250225	9647	8677	2346	3110	56004
Other Cty	26832								
TOTAL	58621	1000772	332258	2608341	89941	90553	23783	29538	518522
WOOD									
Arpin	840	13775	14595	33256	1252	1659	133	0	8276
Marshfield	21388	429011	143311	1513565	37872	38642	116	70	110020
Nekoosa	2624	42212	32073	157744					
Pittsville	921	27894	19297	63657	2601	2796	24	0	14994
Vesper	538	7956	13972	32253					
Wis. Rapids	18410	536981	114720	1583952	48759	47328	9195	11464	246379
Other Cty	35050								
TOTAL	79771	1057829	337968	3384427	90484	90425	9468	11534	379669
SUB TOTAL	245991	3107467	1102491	9600192	270037	218984	41921	56016	1142146
GRAND TOTAL	802343	13467968	3578375	42453761	1205010	1150517	246350	241719	8423720

*Based on DOA Official Population Estimates 1/01/10 and includes all those individuals who pay library taxes directly to the indicated community

**Collection includes books, serials, audio, film, video, and other materials such as software, art prints, and toys.

*Your county
extension office*



**UW
Extension**
Cooperative Extension
Adams County

Extension Committee

Minutes of Meeting

August 9, 2011 @ 1:00PM

Adams County Community Center

569 N. Cedar Street, Extension Conference Room 103

Adams, WI 53910

1. **Call to Order:** Meeting was called to order at 1:00 p.m. in Room 103, Adams County Community Center by Committee Chair, Florence Johnson.
2. **Roll Call:** Board Members: Florence Johnson, Diane England, Karl Klingforth, and Glenn Licitar – Present. Jack Allen - Excused
Extension Staff: Don Genrich, Mary Ann Olson, Jennifer Swensen, Theresa Wimann, and Linda Arneson – Present.
3. **Was the Meeting Properly Announced:** Yes
4. **Agenda Approval:** Motion by England and Second by Klingforth to approve agenda. Motion carried.
5. **Approve Minutes:** Motion by Klingforth Second by Licitar to accept minutes of the Extension Committee Meeting of July 12 and August 4, 2011 as presented. Motion carried.
6. **Public Participation:** None
7. **Communication:**
 - Genrich shared info received on “The Science of Water and Agriculture Field Tour” to take place on August 25th at the Hancock Agricultural Research Station. Committee members may attend this event, but it will be on their own not as part of the Extension Committee.
 - Extension has received, at no cost, Microsoft Office 2010 software. Email from Dawn McGhee, in response to Extension request to have software installed, was shared with committee. McGhee had several questions for Extension. Extension is researching the answers to these questions.
8. **Items for Action or Discussion:**
 - a) **Review and Place on File Monthly Reports of Donald Genrich, Jennifer Swensen, Mary Ann Olson and Theresa Wimann:** Committee discussed the monthly reports. Motion by Licitar Second by Klingforth to place Monthly Reports on file. Motion carried.
 - b) **Review Calendars of Extension Education Staff:** Committee reviewed July calendars for all education staff.

- c) Review Check Summary and Financial Statement for July 2011: July Check Summary and Financial Statements were reviewed. Motion by Licitar Second by England to place Check Summary and Financial Statements for July 2011 on file. Motion carried.
 - d) 133 Contract Amendment: Amendment to the Adams County Extension Agents Contract, 133-PRJ22VL was reviewed and discussed by committee. Motion by Klingforth to sign the amendment, forward to John Allen for review and then to Trena Larson for final signature. Second by England. Motion carried.
 - e) 2012 Budget: Extension presented proposed 2012 budget to committee members. Committee members reviewed and discussed budget. Motion by England Second by Licitar to approve budget as presented and forward to Administrative Coordinator/Director of Finance to forward to Finance Committee. Voice Vote: England-Yes, Licitar-Yes, Johnson-Yes, Klingforth-No. Klingforth stated that he did not have a problem with the Extension budget as presented, but would like an overall County budget reduction of 3%. Motion carried.
 - f) Wimann Travel to Lansing: Wimann will be attending the national Outreach Scholarship Conference in Lansing, MI in October. Wimann has been recognized for her work on the "Summer Lunch Bunch" program which provides lunch and a physical activity program to low-income children in Wisconsin Dells, as a result Wimann has been asked to have a poster in the Poster Session at the conference. Wimann is not a County employee and no county funds will be used for her to attend this conference. Motion by Licitar and Second by England to approve travel by Wimann to Lansing, MI to attend the Outreach Scholarship Conference. Motion carried.
 - g) MIS Update: Correspondence received regarding installation of Microsoft Office 2010 software. Extension working on response to correspondence.
 - h) Report on Baraboo Trip: All committee members felt the trip was worthwhile. Learned a lot about alternative energy sources.
 - i) Needs Assessment Survey: Survey was mailed to 2000 Adams County residents on July 29th. As of August 9th 309 surveys had been returned.
9. Set Next Meeting Date: Next regular meeting will be August 13, 2011 at 1:00 p.m. in Room 103 at the Adams County Community Center.
10. Agenda Items for Next Meeting:
- Clean Sweep 2012
 - Community Center Update
 - Needs Assessment Survey Update
 - MIS Update
 - 2012 Budget Update

11. Adjourn: Motion by Allen and Second by Klingforth to adjourn. Motion carried. Meeting adjourned at 3:10 p.m.

Minutes taken by
Linda Arneson
Clerk/Bookkeeper
UW-Extension, Adams County

Diane England, Committee Secretary

These minutes have not been approved by the Extension Committee.

WELLNESS COMMITTEE MINUTES
Tuesday, August 02, 2011 8:15 a.m.
Conference Room A260

Members Present: Diane England, Terry James, Jay Scott, Barbara Drolson, Shalan Larson, Myrna Diemert, Cheryl Thompson, Kathie Dye, (Marcia Kaye, first portion of meeting only)

Chair Diane England called meeting to order at 8:15 am.

WE CAN Committee update – None – Sarah Grosshuesh not present

Consumerism Training: Training to be provided on the Health Risk Assessments to entice more employees to take part. The training will include discussion on the incentives that will go into effect in 2013 by participating in the 2012 HRA. AFG will provide a survey on what the employees would like to see provided through a wellness program. This survey will be handed out at the HRA training dates. Jay informed the committee that sometimes insurances such as AFLAC have a “pay back” clause if the insured participates in a HRA; Mary Clark should be contacted to see if that is available for her clients.

Healthwise Manual: Discussion was held in regards to the Lunch & Learn sessions and although they were very informative only the employees that had lunch from noon to 1:00 could attend. Jay indicated that AFG has many topics available that could be put on discs and mailed out for the employees to view.

2011 Action Plan Items: Bill will be presenting the HRA concept to the Executive Board on August 10, 2011 at 1:00 pm to get their support for this program. The times for presentation to the Employees will be set at a later date.

It was suggested that booths could be set up during the Veterans Day In-Service that would include healthy living, quizzes involving the Healthwise manual and include other vendors. AFG will contact different vendors to see if any interest in setting up booths at the in-service day. AFG will also provide the “Yule Be Fit” program again and the kick-off will be at the in-service day as well.

The HHS Biggest Loser starts their next competition after Labor Day; an invitation to other county employees to join was extended by Shalan Larson.

Next meeting Tuesday, August 30, 2011 at 8:15 am.